



The Republic of Uganda  
Ministry of Education and Sports

# EMIS

## User Manual

(Pre-Primary Schools Version)



**EMIS**  
Education Management  
Information System

APRIL  
2023



# USER MANUAL FOR PRE-PRIMARY INSTITUTIONS

## Education Management Information System (EMIS)

EMIS CONSULTANT:

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SUPPORTED BY:



## Acronyms / Abbreviations

Acronym	Term
AO	Accounting Officer
API	Application Programming Interface
BTVET	Business, Technical and Vocational Education and Training
CEMIS	Central Education Management Information System
DEMIS	District Education Management Information System
DEO	District Education Officer
DES	Directorate of Education Standards
DHI	District Health Inspector
DIS	District Inspectorate of Schools
EIA	Education Institution Administrator
EISU	Education Institution Sub User
EMIS	Education Management Information System
ER	EMIS Requirement
ES	EMIS Assistant
GU	Guest User
GUI	Graphical User Interface
ICT	Information and Communication Technology
LG	Local Government
LGU	Local Government User
MEO	Municipal Education Officer
MIS	Municipal Inspectorate of Schools
MoES	Ministry of Education and Sports
MOESS	Ministry of Education and Sports Staff
MoICT-NG	Ministry of ICT and National Guidance
NCDC	National Curriculum Development Center
NIN	National Identification Number
NIRA	National Identification and Registration Authority
NITA-U	National Information and Technology Authority of Uganda
PS	Permanent Secretary
SSA	Super System Administrator
UAT	User Acceptance Test
UBOS	Uganda Bureau of Statistics
UBTEB	Uganda Business and Technical Examinations Board
UNEB	Uganda National Examinations Board

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# 01

## GENERAL INFORMATION

EMIS User Manual for Pre-Primary Institutions

Overview

Naming Conventions

Getting Started

Platform Access Requirements

# 1.1 EMIS User Manual for Pre-Primary Institutions

## Overview

The purpose of this document is intended for Pre-primary Institution Users as a guide on how to use the Education Management Information System (EMIS), a web-based application accessed from <https://emis.go.ug/>. The document is organized in sections of user scenarios based on possible user service needs. The user is advised to review the table to contents in order to jump directly into the area of their interest.

## 1.2 Naming Conventions



The warning sign is used to provide additional Useful information to a user.

**Bold:** means emphasis

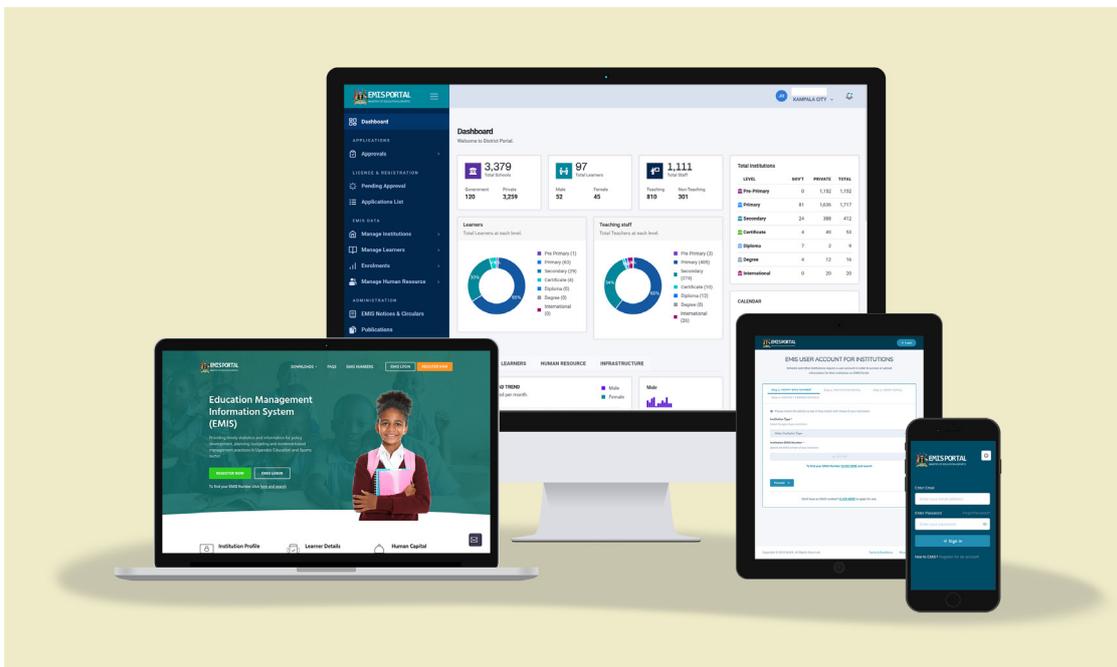
“Text in quotes” is an object on the screen – e.g. “Next” or “Cancel”

## 1.3 Getting Started

### Platform Access Requirements

To access the system, a user must have:

- a) A functional desktop computer or laptop. A tablet or smartphone can also be used.
- b) Access to a good internet connection.
- c) Valid credentials from the Ministry of Education & Sports (MoES) to log into EMIS portal.



# 02

## EDUCATION INSTITUTION USERS

This module includes instructions on:

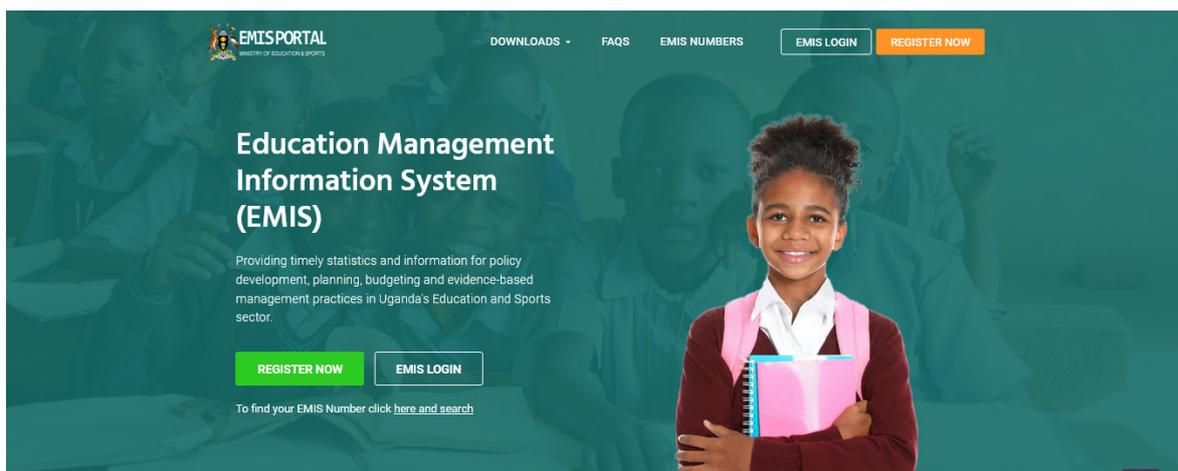
- User Account Creation
- EMIS Number Application and search
- User Login and Logout
- User Password Recovery and User Dashboard
- Institution Identification & Particulars
- Learner Management
- Human Resource
- Infrastructure Management
- Facilities Management
- Instructional Materials
- Health and Meals
- P.E & Sports
- Finance
- Governance
- GPS Location
- EMIS DATA UPLOAD Status
- Publications
- EMIS Notices & Circulars
- User Manager
- EMIS Support

## 2.1 User Account Creation

To create a user account for an institution on the EMIS portal:

- a. Open your browser from an internet connected computer.
- b. Type <https://emis.go.ug/> in the browser's address bar.
- c. Click "Register Now" to create your user account.
- d. This opens a form where you choose the "Institution Type" from a dropdown list.
- e. Enter the "Institution EMIS number" of your institution and click the "Proceed" button.
- f. Confirm Institution details retrieved by the system.
- g. Click the "Proceed" button to continue or the "Back" button to start afresh.
- h. Input the official "Institution Email" and "Institution Mobile Phone" and click the "Proceed" button.
- i. Enter the received "OTP/Verification Code" in the displayed form to validate the email or mobile phone number supplied.
- j. Click the "Proceed" button to continue.
- k. Enter the key "Contact Person details" of the institution using NIN validation.
- l. After the NIN for the contact person is verified, the system displays the "Surname, Given Name, Sex and Date of Birth" from the NIN.
- m. Enter the "Email address" and "Phone number" of the contact person.
- n. Read and accept the "Terms and Conditions and Privacy Policy".
- o. Confirm that all personal information entered is correct by ticking the check box.
- p. Click the "Complete Registration" button to complete the details of the contact person.

Figure 2.1 EMIS User Portal Home/Landing page



### NOTE:

- The system sends an "Acknowledgement Email" to the user explaining the next steps which include approval of the created account by the CEO/DEO/MEO.
- Once the CEO/DEO/MEO approves the user account, an email with a temporary password is sent to your official email.

## 2.2 Search EMIS Number

If you (institution) do not know your EMIS number, click below Institution EMIS Number which states “To find your EMIS Number, CLICK HERE and search.”

You are required to enter the following details:

- a. Select the “Education level” of the institution from the drop down.
- b. Select the “District” of the institution from the drop down.
- c. Select the “County” of the institution from the drop down.
- d. Select the “Sub County” of the institution from the drop down.
- e. Select the “Parish” of the institution from the drop down.
- f. Select the “Ownership” of the institution from the drop down.
- g. Click the “Search” button to find the EMIS number of your institution or click the “Reset” button to start filling in details again.

Figure 2.2 EMIS Number Search Form

The screenshot shows the EMIS Number Search Form on the EMIS Portal. The form is titled "EMIS NUMBER SEARCH FORM" and includes the following fields and buttons:

- Institution Type \***: Dropdown menu with "--SELECT--" selected.
- Sub County \***: Dropdown menu with "--SELECT--" selected.
- District \***: Dropdown menu with "--SELECT--" selected.
- Parish \***: Dropdown menu with "--SELECT--" selected.
- County \***: Dropdown menu with "--SELECT--" selected.
- Ownership \***: Dropdown menu with "--SELECT--" selected.
- Search**: A blue button with a magnifying glass icon and the text "Search".
- Reset**: A white button with a blue border and the text "Reset".

Below the form, there is a message: "No school records". At the bottom, there is a note: "If you cannot find your school in the list above, please contact your respective District/Municipal/City Education Officer for assistance or send email request to [support@emis.go.ug](mailto:support@emis.go.ug)".

## 2.3 EMIS Number Application

Apply for an EMIS number for your institution through the EMIS Web portal by following the steps below:

- a) Type <https://emis.go.ug/> in the browser’s address bar.
- b) Click the “Register Now” button.
- c) An option is provided below that reads, “Don’t have an EMIS number? “CLICK HERE” to apply for one.”
- a) Select the “Institution type” from the drop-down options.

- b) Enter the registered “Institution Name” of your school.
- c) Select the “Institution District” from the drop-down options.
- d) Select the “Institution County” from the drop-down options.
- e) Select the “Institution Sub-County” from the drop-down options.
- f) Select the “Institution Parish” from the drop-down options.
- g) Click the “Next” button.
- h) Select the “Ownership Status” of your institution from the drop-down options.
- i) Select the “Year Founded” of your institution from the drop-down options.
- j) Select the “Founding Body” of your institution from the drop-down options.
- k) Select the “Sex Composition” of your institution from the drop-down options.
- l) Select the “Boarding Status” of your institution from the drop-down options.
- m) Click the “Next” button.
- n) Input the official “Institution Email” and “Institution Mobile Phone”.
- o) Click the “Proceed” button.
- p) Enter the received “OTP/Verification Code” in the displayed form to validate the email or mobile phone number supplied.
- q) Click the “Proceed” button to continue.
- r) Enter the NIN of the contact person and click the “Verify Contact Person NIN” button.
- s) After the NIN for the contact person is verified, the system displays the user “Surname, Given Name, Sex and Date of Birth” from the NIN.
- t) Enter the “Email address” and “Phone number” of the contact person.
- u) Read and accept the “Terms of Conditions and Privacy Policy”.
- v) Confirm that all personal information entered is correct by ticking the check box.
- w) Then, click the “Complete Registration” button to complete registration.

Figure 2.3 EMIS Number Application Location details

The screenshot shows the EMIS User Account for Institutions registration page. At the top, there is a dark blue header with the EMIS PORTAL logo on the left and a 'Login' button on the right. The main heading is 'EMIS USER ACCOUNT FOR INSTITUTIONS'. Below this, a sub-heading reads: 'Schools and other Institutions require a user account in order to access or upload information for their institution on EMIS Portal.' The registration process is divided into four steps: Step 1: LOCATION, Step 2: OWNERSHIP, Step 3: INSTITUTION CONTACTS, and Step 4: CONTACT PERSON DETAILS. Step 1 is currently active. A message says: 'Please check the details to see if they match with those of your institution'. The form contains the following fields:
 

- Institution Type \***: A dropdown menu with '-SELECT-' selected. Below it is the text 'Select the type of your institution.'
- Institution Name \***: A text input field with the placeholder 'ENTER INSTITUTION NAME'. Below it is the text 'Enter the registered name of your school.'
- Institution District \***: A dropdown menu with '-SELECT-' selected. Below it is the text 'Select the District of your application.'
- Institution County \***: A dropdown menu with '-SELECT-' selected. Below it is the text 'Select the County of your application.'
- Institution Sub County \***: A dropdown menu with '-SELECT-' selected. Below it is the text 'Select the Sub County of your application.'
- Institution Parish \***: A dropdown menu with '-SELECT-' selected. Below it is the text 'Select the Parish of your application.'

 At the bottom left of the form, there is a blue 'Next' button with a right-pointing arrow.

## NOTE:

The system sends an “Acknowledgement Email” to the user explaining the next steps which include:

- a) Recommendation of the EMIS Number Application by the CEO/DEO/MEO.
- b) Approval of the EMIS Number Application by the Ministry staff official

Once the CEO/DEO/MEO recommends the EMIS Number Application, it is then forwarded to the Ministry staff official who then approves the institution EMIS Number Application. After approval, you receive two emails from Ministry of Education and Sports.

- a) The first email has the EMIS number assigned to the institution plus a pdf attachment of the EMIS number certificate for the institution from Ministry of Education and Sports.
- b) The second email has login credentials to the EMIS Web Portal which include a username and temporary password which the institution uses to sign in. Please note that the temporary password is automatically generated by the EMIS system, and the you are prompted to change the password on first time login.

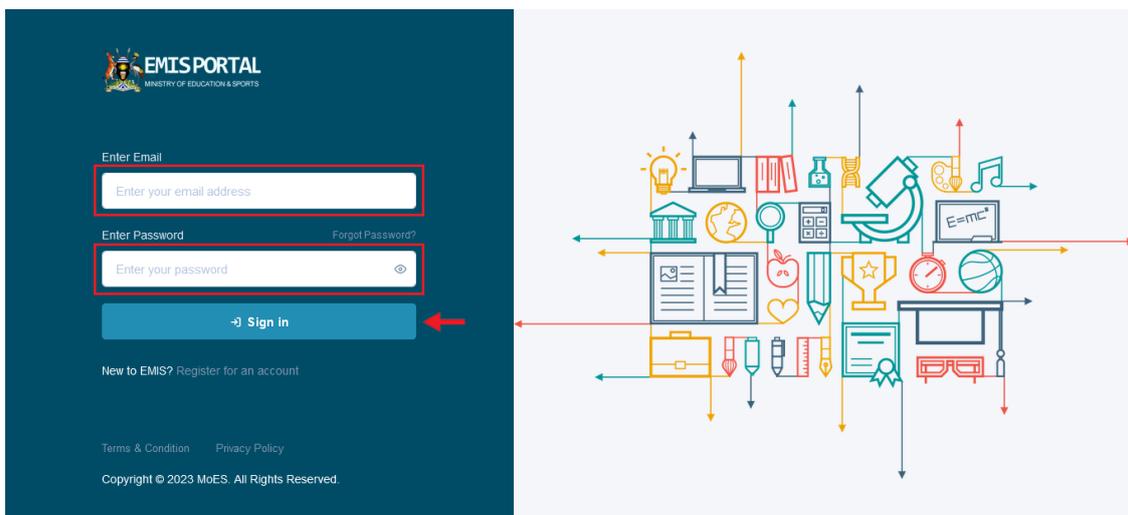
## 2.4 User Login

To log in as an institution on the EMIS portal:

- a. Open your browser from an internet connected computer.
- b. Type <https://emis.go.ug/> in the browser's address bar.
- c. Click the “Login” button to log into your user account.
- d. Enter your “Username” and “Password” and click the “Login” button.

NB: Please enter your correct user details.

Figure 2.4.0 EMIS Portal User Login page



**Remember:** If the Username/Email or Password are wrong, you are shown an error message. This prompts you to re-input the correct login details.

On successful login, the system prompts you to change the password.

- a. Insert the “Current Password”
- b. Insert the “New Password”
- c. Insert the “Confirm New Password”
- d. Click the “Save Password” button to have the user password changed.

Figure 2.4.1 Change Password

**NOTE:** The new password:

- Has a minimum length of six characters.
- Contains at least one uppercase character, one lowercase character and one numeric character.
- Contains at least one special character such as: “%”, “&”, “#”, “@” etc.

## 2.5 Password Recovery

The “Forgot Password” functionality is designed so that you are able to retrieve a lost or forgotten password on your own. To access the “Forgot Password” functionality you:

- a. Go to the EMIS portal <https://emis.go.ug/> and navigate to the “Login” section.
- b. Click the “Forgot Password” button and enter the “Email Address” of the institution.
- c. Click the “Submit” button after inputting email address.

Figure 2.6 Email address to send recovery details

**NOTE:** Entering a wrong email address displays an error message. The error message requests you to re-input the email address that requires the recovery details.

An email with a “Reset Password” link is sent to your registered email. It then redirects you to a page where you create a new password. This opens a web page where the EIA is prompted to provide the new password information:

- New password
- Password confirmation

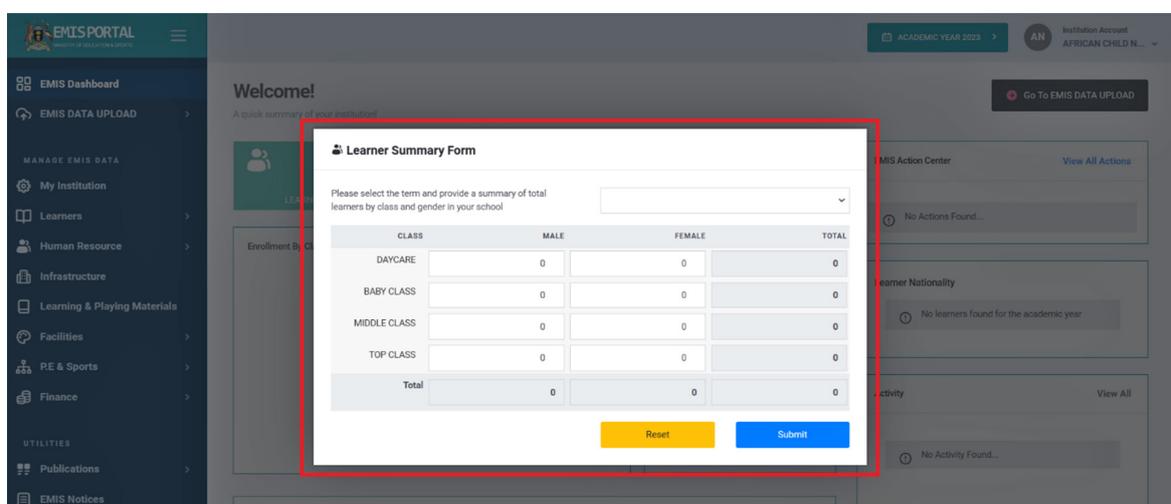
The reset password:

- Is a minimum length of six characters.
- Contains at least one uppercase character and at least one numeric character.
- Contains at least one special character such as “!”, “#”, “@”, “&”, “%” etc.

## 2.6 Learner Summary Form

Enter the summary information of the learners within the institution by selecting the term and providing a summary of the total learners by class and gender in the school/institution.

*Figure 2.5 Learner Summary Form*

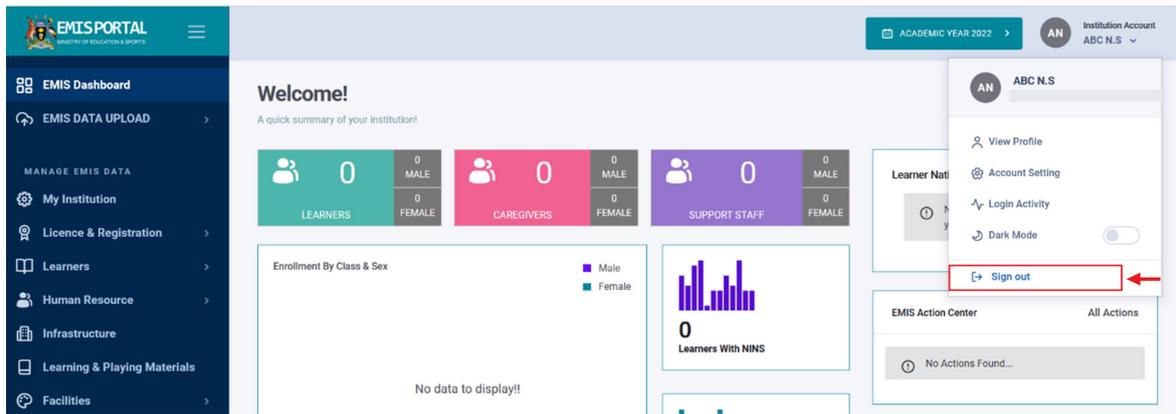


CLASS	MALE	FEMALE	TOTAL
DAYCARE	0	0	0
BABY CLASS	0	0	0
MIDDLE CLASS	0	0	0
TOP CLASS	0	0	0
Total	0	0	0

## 2.7 User Logout

To log out, you navigate to the logout button beneath the username on the top right corner.

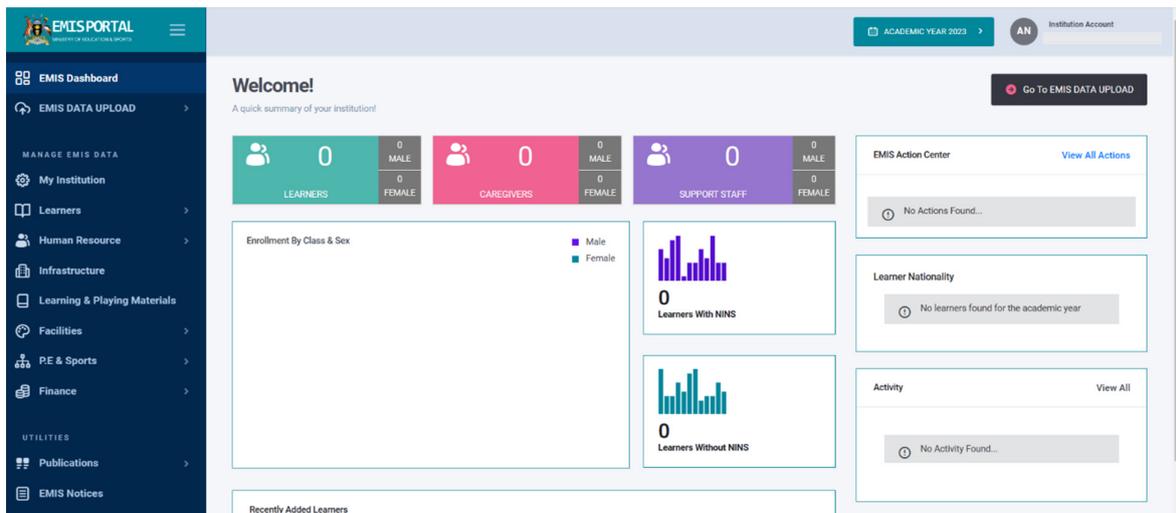
Figure 2.7 Log out/Sign out of EMIS portal



## 2.8 User Dashboard

Once you log into your account on the EMIS portal, you are redirected to your respective dashboard.

Figure 2.8.0 EMIS Portal User Dashboard

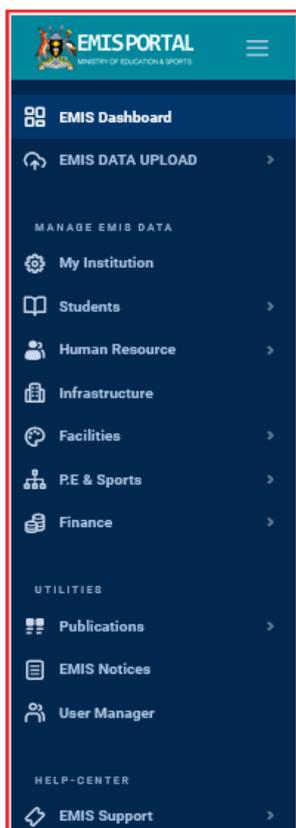


The dashboard has a user menu that contains the following items:

- Dashboard: Displays the statistical summaries of the data under your institution
- EMIS Data Upload: Enter data about your institution into the EMIS portal.
- My Institution: View and manage an institution's profile information.
- Licensing and Registration: Apply for a license and registration for the institution.
- Learners: Manage learners' information and other processes such as learner transfers.
- Human Resource: Manage human resources information regarding teaching and Support staff in the institution plus teacher transfers.
- Infrastructure: Manage data about the institution's infrastructure.
- Learning & Playing Materials: Manage the instructional materials of the institution.
- Facilities: Manage the facilities of the institution.

- P.E & Sports: Manage the sports equipment and facilities of the institution.
- Finance: Manage the income, expenses, and budget information of the institution.
- EMIS Support: Interface through which you can raise a support ticket.
- EMIS Notices: Contains different MoES communication to the Education Institutions.
- Publications: You can download published documents i.e., reports, manuals issued by the MOES.
- User Manager: Manage users who can access the institution user account.

Figure 2.8.1 EMIS Portal User Menu



## 2.9 Institution Identification & Particulars

Update your institution’s basic information like institution identification, ownership, GPS details, operational details, health information, proximities and governance.

To update the institution identification and particulars:

- Go to the left menu on your Dashboard.
- Select “EMIS DATA UPLOAD”
- Select “Upload Data”
- Click “Update” button in the Actions column.
- The EMIS Baseline Information Form then opens.
- Select the “School” tab.

Figure 2.9.0.0 EMIS Dashboard – Update EMIS DATA UPLOAD

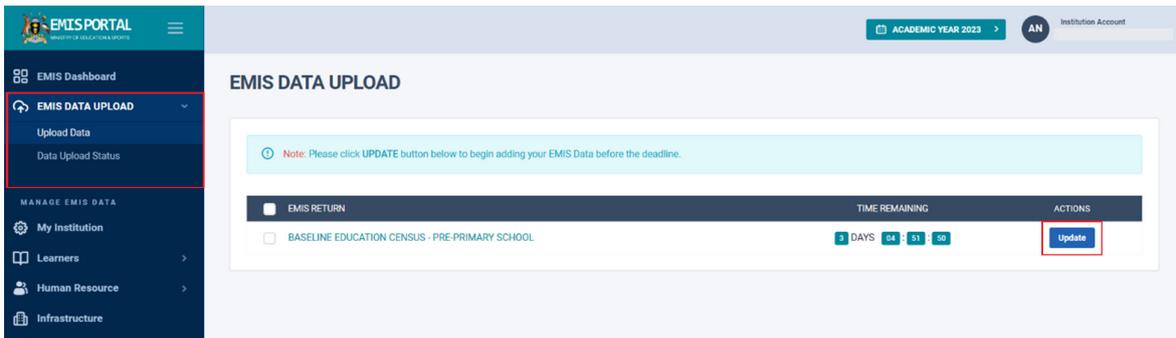
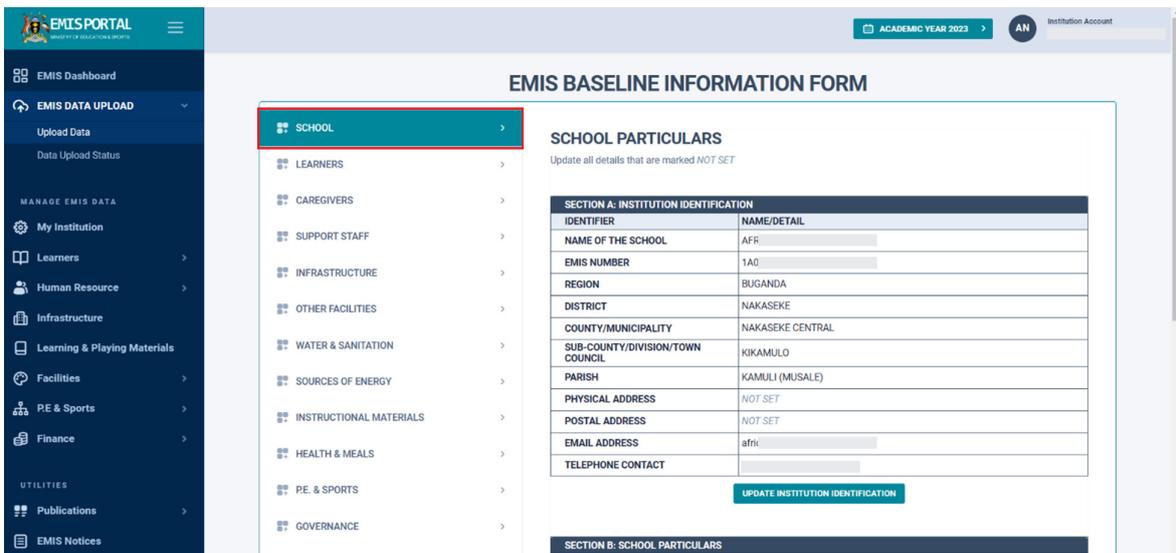


Figure 2.9.0.1 EMIS DATA UPLOAD – Update school information

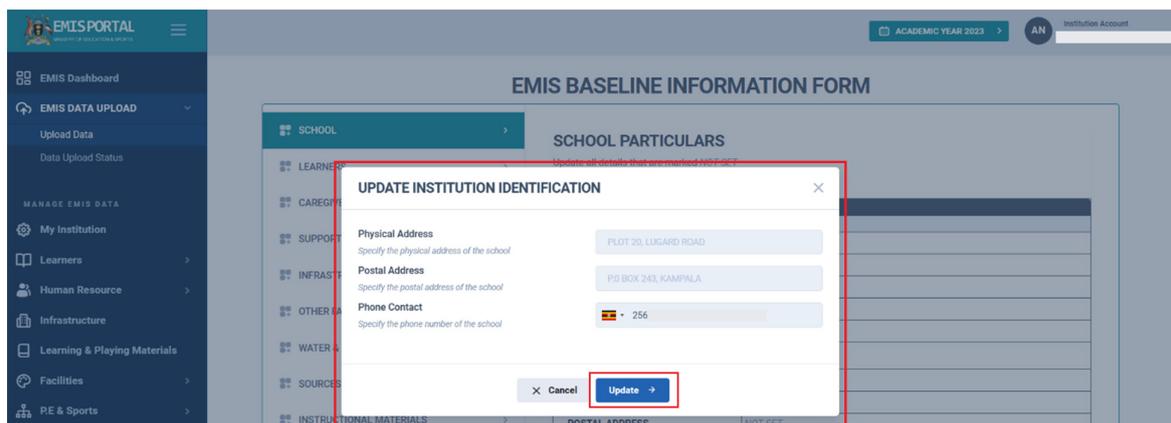


## 2.9.1 Update Institution Identification

Update the institution identification details:

- Go to the “School” tab under EMIS Baseline Information Form menu.
- Click the “Update institution identification” button.
- Then update all details that are marked NOT SET including Physical Address, Postal Address and Phone Contact.
- Click the “Update” button after filling in the required information.

Figure 2.9.1 Update EMIS DATA UPLOAD – Institution Identification

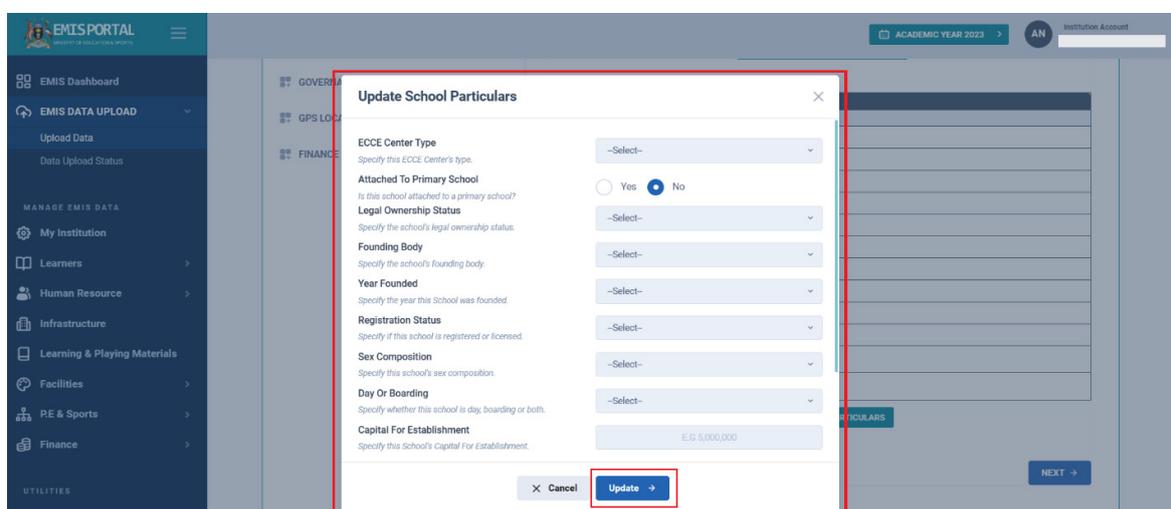


## 2.9.2 Update institution particulars

To update the institution particulars details:

- a. Go to the “School” tab under EMIS Baseline Information Form menu.
- b. Click the “Update institution particulars” button.
- c. Update all details that are market NOT SET:
  - i. If Private, update Legal Ownership Status
  - ii. Founding Body and Year Founded
  - iii. If Government Aided, enter Supply Number
  - iv. Registration Status. If registered or licensed, enter Registration/License Number
  - v. Sex Composition and if school is Day or Boarding
  - vi. Capital for Establishment
  - vii. Distance to DEO/MEO Main Office, nearest Pre-primary School and distance to nearest Health Facility
- d. Click the “Update” button after filling in the required information.

Figure 2.9.2 EMIS Dashboard – Update EMIS DATA UPLOAD – Update Institution Particulars

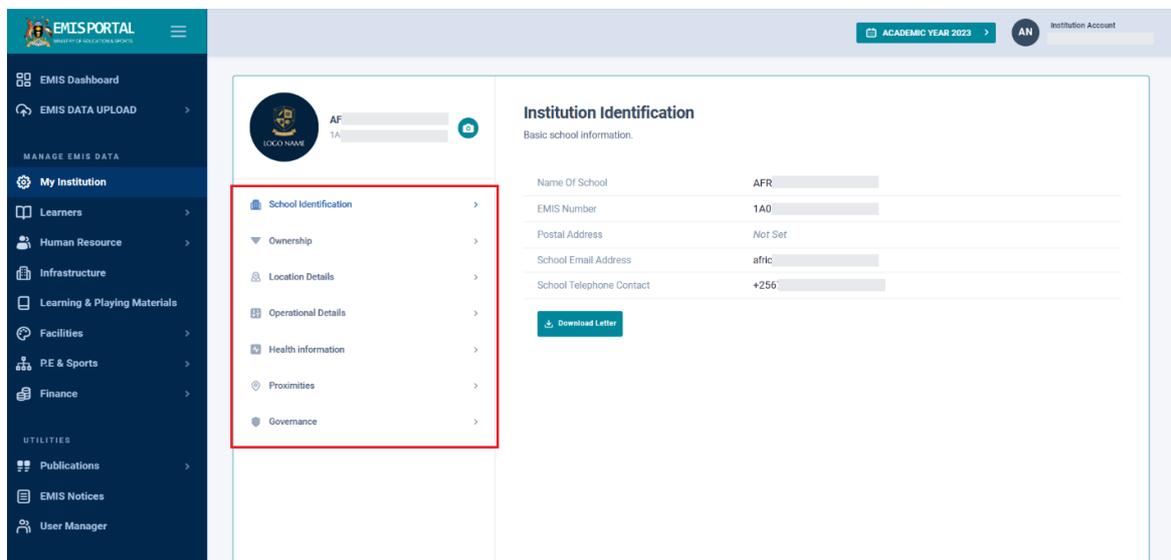


## 2.9.3 View My Institution details

To view the details of your institution:

- Go to the EMIS Dashboard, and select the “My institution” tab.
- You can then view your institution’s identification details, ownership details, GPS details, operational details, and health information.

Figure 2.9.3 EMIS Dashboard – My institution



## 2.10 Learner Management

Under this functionality, register learners into EMIS, edit and update their information, transfer learners and upload bulk images of learners.

### 2.10.1 Baseline Learner Registration

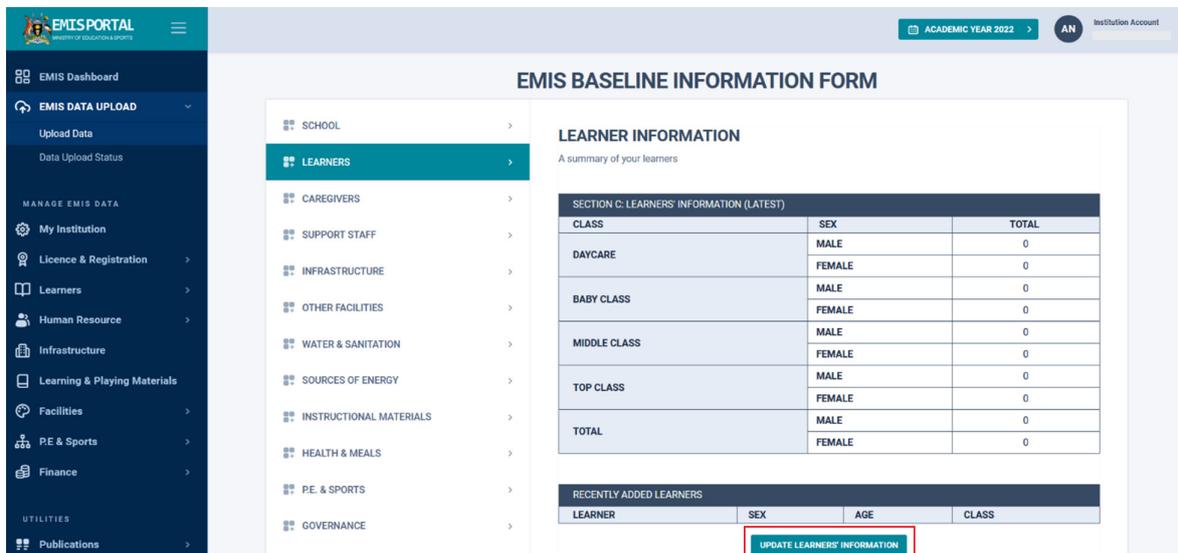
The baseline learner registration encompasses the initial process of registering all learners across all education institution categories into EMIS. The registered learners are assigned a Learner Identification Number (LIN) which works alongside the NIN.

To add a single learner:

- Go to your Dashboard.
- Select the “EMIS DATA UPLOAD” tab.
- Click “Upload Data”
- Then click the “Update” button in the Actions column.
- You are redirected to the “EMIS Baseline Information Form” where you find other modules.
- Select the “Learners” functionality from the form.

g. Click the “Update Learner’s Information” button.

Figure 2.10.1 Learner management – EMIS Baseline Form – Update Learners

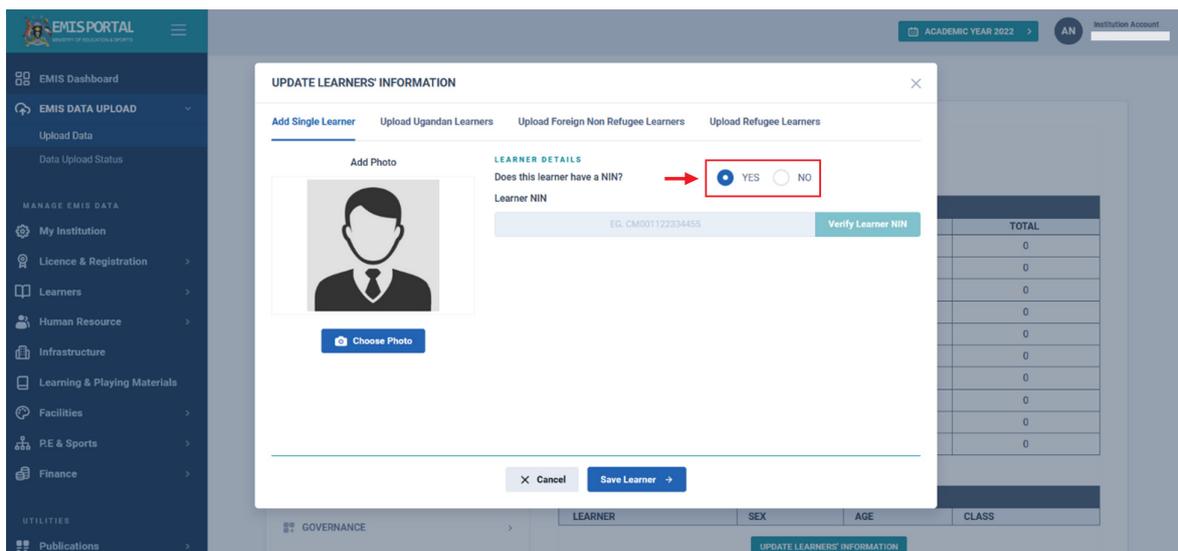


## 2.10.2 Add Single Learner Using Web Form

When you select this method, two more options are presented for adding a learner:

- Adding a learner “With a NIN”.
- Adding a learner “Without a NIN”.

Figure 2.10.2.0 Learner management – EMIS Baseline Form



In case of a learner with NIN:

- a. Select the “Yes” option button and then enter the “Learner NIN”.
- b. Click the “Verify Learner NIN” button to proceed.
- c. Once verified, enter the following details:
  - i. Learner Orphanage status
  - ii. Learner Class
  - iii. Learner Familiar language
  - iv. District of birth of the learner
  - v. Learner Health issues and special needs if any
  - vi. Learner Talents
  - vii. Learner’s Parents/guardian details including their NIN if Ugandan, Passport is Foreign and Refugee ID number if Refugees.

Figure 2.10.2.1 Learner NIN details verification form view

The screenshot shows the 'UPDATE LEARNERS' INFORMATION' form in the EMIS Portal. The form is titled 'UPDATE LEARNERS' INFORMATION' and has a close button (X). Below the title are four tabs: 'Add Single Learner', 'Upload Ugandan Learners', 'Upload Foreign Non Refugee Learners', and 'Upload Refugee Learners'. The 'Add Single Learner' tab is active. On the left, there is a section for 'Add Photo' with a placeholder image and a 'Choose Photo' button. The main form area is titled 'LEARNER DETAILS' and contains the following fields and options:

- 'Does this learner have a NIN?' with radio buttons for 'YES' (selected) and 'NO'.
- 'Learner NIN' field with a 'Verify Learner NIN' button.
- A table with the following columns: NAME, NIN, SEX, and DATE OF BIRTH. The table contains one row with the following data: NAME (blank), NIN (blank), SEX (FEMALE), and DATE OF BIRTH (blank).
- 'Is learner an orphan?' with radio buttons for 'YES' and 'NO' (selected).
- 'Class \*' dropdown menu with '--SELECT--' selected.
- 'Familiar Language \*' dropdown menu with 'ENGLISH (NON-NATIVE SPEAKERS)' selected.
- 'District Of Birth \*' dropdown menu with '--SELECT--' selected.

At the bottom of the form are 'Cancel' and 'Save Learner' buttons. The background shows a sidebar with navigation options and a table with a 'TOTAL' column.

Figure 2.10.2.2 Learner NIN details verification form view

The screenshot shows the 'UPDATE LEARNERS' INFORMATION' form in the EMIS Portal, focusing on the 'LEARNER SPECIAL NEEDS' and 'LEARNER HEALTH ISSUES' sections. The form is titled 'UPDATE LEARNERS' INFORMATION' and has a close button (X). Below the title are four tabs: 'Add Single Learner', 'Upload Ugandan Learners', 'Upload Foreign Non Refugee Learners', and 'Upload Refugee Learners'. The 'Add Single Learner' tab is active. On the left, there is a section for 'Add Photo' with a placeholder image and a 'Choose Photo' button. The main form area is titled 'LEARNER DETAILS' and contains the following fields and options:

- 'Is learner an orphan?' with radio buttons for 'YES' and 'NO' (selected).
- 'Class \*' dropdown menu with '--SELECT--' selected.
- 'Familiar Language \*' dropdown menu with 'ENGLISH (NON-NATIVE SPEAKERS)' selected.
- 'District Of Birth \*' dropdown menu with '--SELECT--' selected.
- 'LEARNER SPECIAL NEEDS' section with checkboxes for: COMMUNICATION, HEARING IMPAIRMENT, REMEMBERING/CONCENTRATION DIFFICULTY, SELF-CARE, VISUAL IMPAIRMENT, and WALKING DIFFICULTY.
- 'LEARNER HEALTH ISSUES' section with a dropdown menu.

At the bottom of the form are 'Cancel' and 'Save Learner' buttons. The background shows a sidebar with navigation options and a table with a 'TOTAL' column.

## NOTE:

To “Add a Learner without a NIN”, choose option “No”. You are then prompted to choose if the learner is a refugee.

In the case where the learner is a Foreigner and Non-refugee, you proceed to choose the Nationality and then enter the “Student Pass” of the learner i.e., ST1234567. You are also required to enter the Parent/Guardian’s details where you enter a “Passport Number” of the parent which is as well verified before proceeding to save the learner.

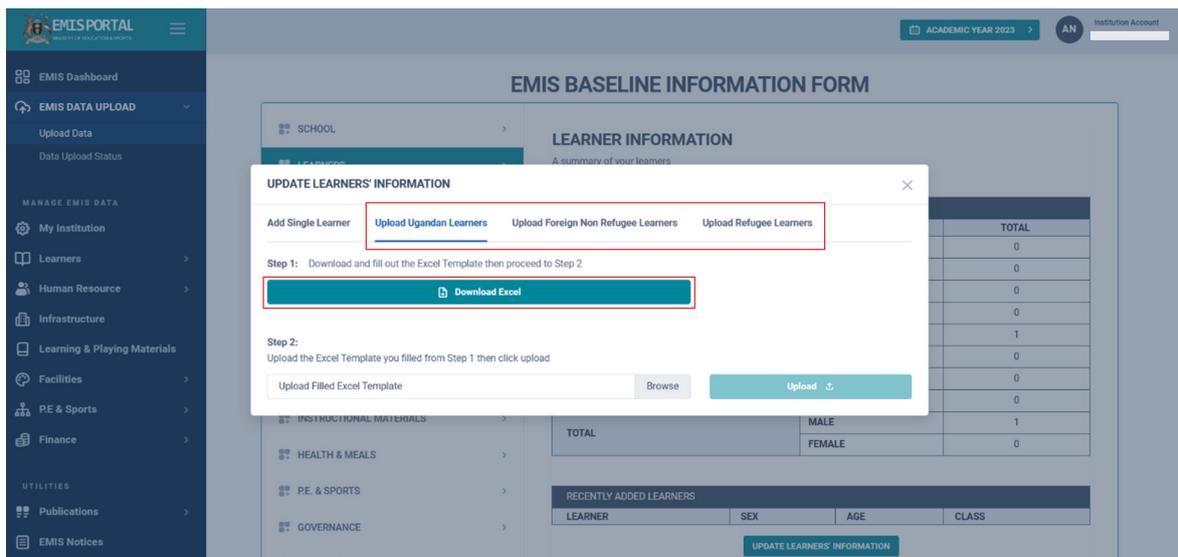
In the case where the learner is a refugee, choose option “Yes,” and proceed to choose the Nationality and then enter the “Refugee ID Number” of the learner i.e., RM1-23456789. Enter the Parent/Guardian details including the “Refugee ID Number” of the parent which is verified before proceeding to save the learner.

### 2.10.3 Add Learners Using Excel Workbook Upload

To upload batch Ugandan, Foreign Non-Refugee and Refugee learners with excel, select either of the remaining tabs.

- Select the “Upload Ugandan Learners” or “Upload Foreign Non-Refugee” or “Refugee Learners” tab from the Update Learner’s information screen.
- Click the “Download excel template” button to download the excel template and add batch learners.
- Click the “Browse” button and select the excel file to upload from the user’s file directory.
- Then click the “Upload” button to import learners from the Excel workbook.

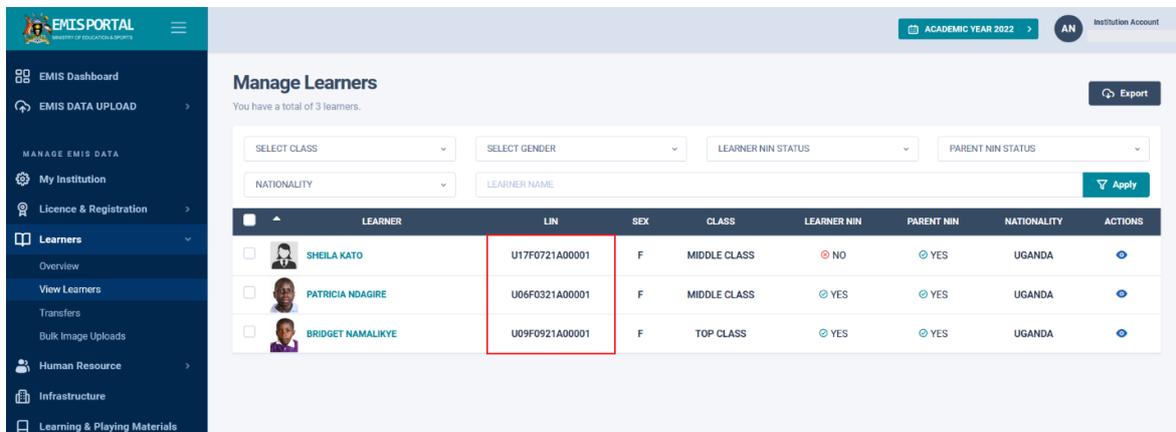
Figure 2.10.3 Learner management – EMIS Baseline Form - Add Ugandan Learners



## 2.10.4 Generating a Learner Identification Number (LIN)

The system auto generates LINs for all the Students uploaded or added in the EMIS system.

Figure 2.10.4 View Learner Page – Auto-generated LINs.



The screenshot shows the 'Manage Learners' interface in the EMIS Portal. The page title is 'Manage Learners' and it indicates 'You have a total of 3 learners.' There are several filter dropdowns: 'SELECT CLASS', 'SELECT GENDER', 'LEARNER NIN STATUS', 'PARENT NIN STATUS', and 'NATIONALITY'. Below the filters is a table with the following data:

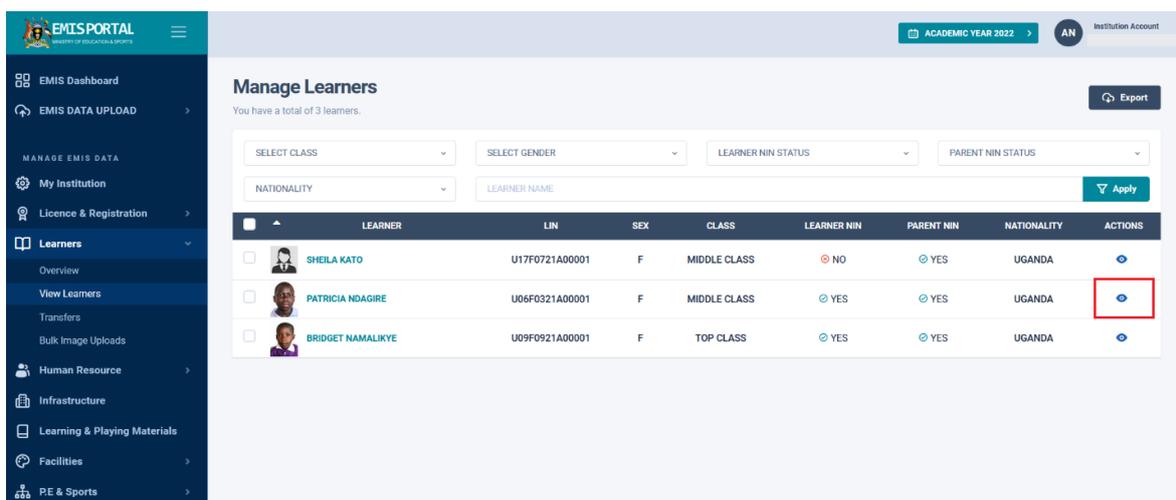
LEARNER	LIN	SEX	CLASS	LEARNER NIN	PARENT NIN	NATIONALITY	ACTIONS
<input type="checkbox"/> SHEILA KATO	U17F0721A00001	F	MIDDLE CLASS	<input type="radio"/> NO	<input checked="" type="radio"/> YES	UGANDA	<input type="button" value="View"/>
<input type="checkbox"/> PATRICIA NDAGIRE	U06F0321A00001	F	MIDDLE CLASS	<input checked="" type="radio"/> YES	<input checked="" type="radio"/> YES	UGANDA	<input type="button" value="View"/>
<input type="checkbox"/> BRIDGET NAMALIKYE	U09F0921A00001	F	TOP CLASS	<input checked="" type="radio"/> YES	<input checked="" type="radio"/> YES	UGANDA	<input type="button" value="View"/>

## 2.10.5 View Learner Profile

To select each learner to view their profile information:

- Select the “Learners” tab on the EMIS Portal Menu.
- Select the “View Learners” to view the learners within the institution.
- Click the “View details icon” under the Actions column of every learner.
- You are then able to view all details of the selected learner.

Figure 2.10.5.0 Learner Profile – View Learners



This screenshot is identical to the one in Figure 2.10.4, but with a red box highlighting the 'View' icon in the 'ACTIONS' column for the learner Patricia Ndagire.

Figure 2.10.5.1 Learner Profile – Learner Basic Information

The screenshot shows the EMIS Portal interface. On the left is a dark blue sidebar with navigation options like 'EMIS Dashboard', 'EMIS DATA UPLOAD', and 'MANAGE EMIS DATA'. The main content area is titled 'Learner Profile' for 'SHEILA KATO (U17F0721A00001) Details'. It features a profile card with a photo placeholder, age (5YRS), and gender (FEMALE). Below this is a list of categories: 'Basic Info', 'Parents/Guardian', 'Special Needs', 'Health Issues', 'Talents', and 'Familiar Languages'. The 'Basic Info' category is highlighted with a red box. To the right, the 'Personal Information' section displays fields for 'FULL NAME', 'DATE OF BIRTH', 'NATIONALITY' (UGANDA), 'DISTRICT OF BIRTH' (GULLU CITY), 'LIN' (U17F), 'NIN', and 'CLASS' (MIDDLE CLASS). Below that is the 'Education Information' section, showing 'ABC' at 'PRE-PRIMARY SCHOOL' in 'MIDDLE CLASS - (2022 - Now)'.



*Remember: To sort, you must click on any of the headers and the student information is then sorted according to your choice.*

## 2.10.6 View Learners by academic year

View registered learners by selecting academic year. Once you have logged into EMIS on the dashboard, click the “Academic Year” button.

Figure 2.10.6 Registered learners by Academic Year

The screenshot shows the EMIS Portal dashboard. At the top right, the 'ACADEMIC YEAR 2022' button is highlighted with a red box. Below the 'Welcome!' message, there are three data cards: 'LEARNERS' (1 total, 1 MALE, 0 FEMALE), 'CAREGIVERS' (2 total, 1 MALE, 1 FEMALE), and 'SUPPORT STAFF' (0 total, 0 MALE, 0 FEMALE). Below these cards are three charts: 'Enrollment By Class & Sex' (a bar chart with a legend for Male and Female), 'Learners With NINS' (0), and 'Learners Without NINS' (1). On the right side, there is an 'EMIS Action Center' showing 'No Actions Found...' and a 'Learner Nationality' donut chart.

## 2.10.7 Sorting of Learners' list

Sort the students' list by Name, LIN, Sex, Class, Student NIN status, Parent NIN status and Nationality.

Figure 2.10.7 Sort by Name, LIN, Sex, Class, NIN Validation Status and Nationality

The screenshot shows the 'Manage Learners' page in the EMIS Portal. At the top, there are filters for 'SELECT CLASS', 'SELECT GENDER', 'LEARNER NIN STATUS', and 'PARENT NIN STATUS'. Below these are 'NATIONALITY' and 'LIN' filters, and a search box for 'LEARNER NAME'. An 'Apply' button is to the right of the search box. Below the filters is a table with the following columns: LEARNER, LIN, SEX, CLASS, LEARNER NIN, PARENT NIN, NATIONALITY, and ACTIONS. The table contains one entry for 'SAM KATUNGI' with LIN 'U18M0621A00310', SEX 'M', CLASS 'MIDDLE CLASS', LEARNER NIN 'NO', PARENT NIN 'YES', and NATIONALITY 'UGANDA'. Below the table are pagination controls: '< First', '< Previous', '1', 'Next', and 'Last >'. A 'Show 15' dropdown is also present, along with 'Showing 1 to 1 of 1'.



*Remember: To sort, you must click on any of the headers and the learner information is then sorted according to your choice.*

## 2.10.8 Filtering of Learners' list

Filter the learner's list by Class, Gender, Learner NIN status, Parent's NIN status, Nationality and Learner Names.

Figure 2.10.8 Filter by Class, Gender, NIN Status, Nationality and Names

This screenshot is identical to Figure 2.10.7, but a red rectangular box highlights the filter section at the top of the page, including the 'SELECT CLASS', 'SELECT GENDER', 'LEARNER NIN STATUS', 'PARENT NIN STATUS', 'NATIONALITY', 'LIN', and 'LEARNER NAME' filters, along with the 'Apply' button.



*Remember: To filter, you choose any of the filters present. When clicked, the filters have a dropdown list of other options the you can choose from.*

## 2.10.9 View and Manage Learner Transfers

Initiate a learner transfer request by following the steps:

- a) Go to the EMIS Dashboard.
- b) Select the “Learners” module and select “Transfers” to transfer learners.
- c) View either “Incoming transfers” or “Outgoing transfers”.
- d) Click the “Transfer Learner” button and enter the “LIN” or “NIN” of the learner.
- a) Click the “Proceed” button.
- b) Details of the learner’s LIN, Names, Class, and Current School appear in a window.
- c) Enter the following learner details to transfer the learner:
  - i. Enter the “Class” of the learner.
  - ii. Select the “Transfer Reason” from a drop down of options.
  - iii. Enter the “Parent Relationship” either Parent or Guardian
  - iv. Enter the “Parent Nationality”. If the parent is Ugandan, enter his/ her “National Identification Number”. If the parent is foreign, he/ she is required to enter his/ her “Passport Number”.
  - v. Click the “Verify” button to verify either Parent NIN or Parent Passport Number
  - vi. Enter the Parent/Guardian “Phone Number”
  - vii. Click the “Transfer Learner” button to complete the learner transfer process.

Figure 2.10.9 Learner Transfers – Transfer Learner – Enter details of the learner

The screenshot shows the 'Transfer Learner' form in the EMIS Portal. The form is titled 'Transfer Learner' and contains a 'Follow Instructions Below' section with three steps: Step 1: Enter LIN and click proceed. Step 2: Fill in all necessary details. Step 3: Verify Parent's NIN and Click Transfer Learner Button. Below the instructions, the form displays learner details: LIN: U18M0821A01520, Learner: SEBASTIAN KAZIBWE FELIX, Current Class: BABY CLASS, Current School: SPRING FIELD KINDERGARTEN, WAKISO. The form includes fields for Class (BABY CLASS), Transfer Reason (-SELECT-), Parent Relationship (PARENT), Parent Nationality (UGANDA), Parent NIN (EG: CM001122334455), and Phone Number (Enter Phone Number). There are 'Verify' and 'Transfer Learner' buttons.

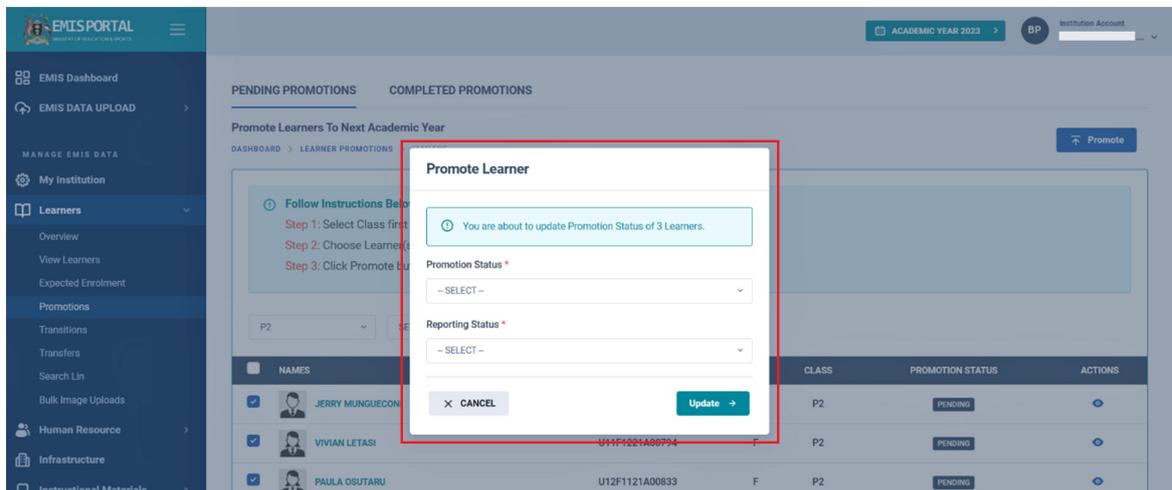
## 2.10.10 View and Manage Learner Promotions

Promote your learners from the previous academic year by following the steps:

- a) Go to the dashboard menu and select “Learners”.
- b) Click “Promotions”. This opens a page with “Pending” and “Completed” promotions.
- c) Ensure that the current “Academic Year” is active/selected to do promotions.
- d) Select “Class” first and click the “Apply” button to load learners’ information.
- e) Choose Learner(s) you want to promote using checkbox in the table.

- f) Click the “Promote” button to proceed.
- g) Select the “Promotion Status” from the drop down.
- h) Select the “Reporting Status” from the drop down.
- i) Complete by clicking the “Update” button.

Figure 2.10.10 EMIS Dashboard Menu – Learners – Promotions



**NOTE:**

- **Pending Promotions:** List of learners who have not yet been promoted to the next academic year.
- **Completed Promotions:** List of learners whose promotion status has been updated according to the current academic year.
- **Promotion Status:** Either “Promote” or “Repeat” a Learner
- **Reporting Status:** Either learner has “Reported” or “Not Reported”
- **Switch Academic Year:** This can be done on your dashboard by selecting the academic year whose details you want to display.

### 2.10.11 Search for Learner LIN (Learner Identification Number)

Search for LIN of learners by following the steps below:

- a) Go to the dashboard menu and select “Learners”.
- b) Click “Search LIN” and enter the Learner “First Name” and “Surname.”
- c) Select learner “Gender” either Male or Female.
- d) Select learner “Date of Birth” and “Class (2022)”.
- e) Enter “School EMIS Number” of learner and click the “Search” button to search for the learner or click the “Reset” button to clear details. You are able to view the learner’s LIN and other details.

Figure 2.10.11 EMIS Dashboard Menu – Learners – Search LIN

EMIS PORTAL  
MINISTRY OF EDUCATION & SPORTS

ACADEMIC YEAR 2023 AN Institution Account

EMIS Dashboard  
EMIS DATA UPLOAD  
MANAGE EMIS DATA  
My Institution  
Learners  
Overview  
View Learners  
Expected Enrolment  
Promotions  
Transitions  
Transfers  
Search Lin  
Bulk Image Uploads  
Human Resource  
Infrastructure  
Learning & Playing Materials  
Facilities  
PE & Sports

### Search Learner's LIN

DASHBOARD > SEARCH LIN

Please enter the details below to search for any learner's LIN.

First Name \*  
ENTER LEARNER FIRST NAME

Surname \*  
ENTER LEARNER SURNAME

Sex \*  
 MALE  FEMALE

Date Of Birth \*  
29 MARCH, 2023

Class (2022) \*  
-SELECT-

School EMIS Number \*  
ENTER SCHOOL EMIS NO.

To Find School EMIS Number [CLICK HERE](#) and search

Reset Search

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## 2.10.12 View and Manage Expected Enrollments

Update your expected enrollments by following the steps below:

- Go to the dashboard menu and select “Learners”.
- Click the “Update” button to update the expected enrollments.

Figure 2.10.12 EMIS Dashboard Menu – Learners – Expected Enrolments

EMIS PORTAL  
MINISTRY OF EDUCATION & SPORTS

ACADEMIC YEAR 2023 AN Institution Account

Welcome!  
A quick summary of your institution

Go To EMIS DATA UPLOAD

### Learner Summary Form

Please select the term and provide a summary of total learners by class and gender in your school

CLASS	MALE	FEMALE	TOTAL
DAYCARE	0	0	0
BABY CLASS	0	0	0
MIDDLE CLASS	0	0	0
TOP CLASS	0	0	0
Total	0	0	0

Reset Submit

Recently Added Learners

LEARNER	LIN	CLASS	NATIONALITY

## 2.10.13 Manage Bulk Image Uploads

Upload bulk images of learners within the institution by following the steps below:

- a) Go to the side menu on the EMIS Dashboard.
- b) Select the “Learners” module.
- c) Select “Bulk Image Uploads” to upload bulk images of the learners.
- d) Thereafter follow the steps to upload your photos:
  - i. Select the “Class” whose photos you are trying to upload from the drop-down list.
  - ii. Rename all photos you intend to upload with the corresponding “Learner identification numbers (LIN)” only then put them in one folder and zip it.
  - iii. Select the zipped file with the photos by clicking the “Browse” button to search for it from your computer device.
  - iv. Click the “Upload Archive” button to upload the photographs of the learners.

Figure 2.10.13 EMIS Dashboard Menu – Learners – Bulk Image Uploads

The screenshot displays the EMIS Portal interface for bulk photo uploads. The sidebar on the left includes categories like 'EMIS Dashboard', 'EMIS DATA UPLOAD', 'MANAGE EMIS DATA', 'My Institution', 'Learners', 'Human Resource', 'Infrastructure', 'Learning & Playing Materials', 'Facilities', and 'P.E & Sports'. The 'Learners' section is expanded, showing 'Bulk Image Uploads' as the selected option. The main content area is titled 'Bulk Photo Uploads' and contains the following steps:

- Step 1:** Select the class whose photos you are trying to upload. A dropdown menu is shown with '--SELECT--'.
- Step 2:** Rename all photos you intend to upload with the corresponding learner identification numbers (LIN) only then put them in one folder and zip it.
- Step 3:** Select the zipped file with the photos. A text input field labeled 'Select File to Upload' and a 'Browse' button are present.

At the bottom of the form, there are two buttons: 'Clear' and 'Upload Archive'. The 'Upload Archive' button is highlighted with a red box.



**Remember:** The LIN – Learner Identification Number is an auto-generated number that is assigned to every learner that is added to the system as a unique identifier for that learner.

## 2.11 Human Resource

Manage and view details of your institution teaching and non-teaching staff.

### 2.11.1 Add Teachers

Log into EMIS as an authorised user to create and save teacher records into EMIS. Once logged in, you:

- Select “EMIS DATA UPLOAD” from the EMIS User menu.
- Select “Upload Data”
- Click the “Update” button on the action’s column of the EMIS Return.
- Select “Teachers” from the EMIS Baseline Information form menu.

Figure 2.11.1 EMIS DATA UPLOAD – Update EMIS DATA UPLOAD - Teacher

The screenshot shows the EMIS PORTAL interface. The left sidebar contains a navigation menu with 'EMIS DATA UPLOAD' selected. The main content area is titled 'EMIS BASELINE INFORMATION FORM' and has a 'CAREGIVERS' section highlighted with a red arrow. The 'CAREGIVERS' section contains a table with the following data:

SECTION D: CAREGIVER INFORMATION			
CATEGORY	TYPE OF QUALIFICATION, TRAINING AND POST LEVEL	SEX OF STAFF	
		M	F
TRAINED CAREGIVERS	CERTIFICATE IN NURSERY TEACHING	1	1
	DIPLOMA IN EARLY CHILDHOOD EDUCATION	0	0
	PHD	0	0
QUALIFIED TEACHERS	MASTERS DEGREE	0	0
	BACHELORS DEGREE	0	0
	DIPLOMA	0	0
	CERTIFICATE	0	0
	A-LEVEL (UACE)	0	0
	O-LEVEL (UCE)	0	0
TOTAL		1	1

Below the table is a red-bordered button labeled 'UPDATE CAREGIVER INFORMATION'. At the bottom right of the form are '← BACK' and 'NEXT →' buttons.

### 2.11.2 Add Teacher Using Web Form

The system displays a form where the user inputs details according to the Teacher type in school/ institution.

Add a “Trained Ugandan teacher” using the web form by following the steps below:

- Enter the “Nationality” of the teacher
- Enter the “NIN” – National Identification Number of the teacher (The format is e.g., CM748383480F83).
- The “First Name, Surname, Other Names, Date of Birth and Gender” of the teacher is auto filled from the NIRA database after verification of the teacher NIN.
- Select the “Religion” of the teacher from the drop down.
- Select the “Marital Status” of the teacher from the drop down.

- f. Select the “Teacher Type” from the dropdown as Trained.
- g. Select the “Highest Education Level” of the teacher from the dropdown.
- h. Select the “Employment Status” of the teacher from the dropdown.
- i. Select the “Highest Teaching Qualification” of the teacher from the dropdown.
- j. Select the “Designation” of the teacher from the dropdown.
- k. Click the “Verify Teacher NIN” button to verify the NIN of the teacher.
- l. On successful verification, click the “Save” button to add the teacher.

Figure 2.11.2.0 Add Trained Ugandan Teacher by Web Form



**Remember:** If the NIN entered is invalid, the system returns an error message. This prompts you to re- input the NIN number.

To add a “Qualified Ugandan Teacher” using web form by following the steps below:

- a. Enter the “Nationality” of the teacher.
- b. Enter the “NIN” – National Identification Number of the teacher (The format is e.g., CM748383480F83) The “First Name, Surname, Other Names, Date of Birth and Gender” of the teacher is auto filled from the NIRA database after verification of the teacher NIN.
- c. Select the “Religion” of the teacher from the dropdown.
- d. Select the “Marital Status” of the teacher from the dropdown.
- e. Select the “Teacher Type” from the dropdown as Qualified.
- f. Select the “Highest Education Level” of the teacher from the dropdown.
- g. Select the “Employment Status” of the teacher from the dropdown.
- h. After the user has filled the details, click the “Verify Teacher NIN” button to verify the teacher NIN.
- i. On successful verification, click the “Save” button to add the teacher to the institution.

Figure 2.11.2.1 Add Qualified Ugandan Teacher by Web Form

LEVEL	SEX OF STAFF	
	M	F
	1	1
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	1	1



*Remember: If the NIN entered is invalid, the system returns an error message. This prompts you to re-input the NIN number.*

**NOTE:** “Trained” and “Qualified” Foreign teachers require you to enter a “Work Permit” i.e., EP1234567 as an identifier that is acquired from immigration at Ministry of internal affairs

### 2.11.3 Add Teacher Using Excel Workbook Upload

Upload Ugandan teachers with excel or Upload Foreign teachers with excel.

To upload batch teachers with excel, select either of the remaining tabs. These include:

- Select the “Upload Ugandan Teachers” or “Upload Foreigner Teachers” tab from the Update teachers information screen.
- Click the “Download excel template” button to download the excel template and add batch teachers.
- Once all teacher’s information has been captured in the Excel, click the “Browse” button and select the excel file to upload from your file directory.
- Click the “Upload” button to import Staff from the Excel workbook.

Figure 2.11.3 Teaching staff management – Upload Ugandan Teachers



**NOTE:** If successful, the system validates the details in the Excel and provides a preview of the uploaded information before final submission into the system. Review the information and click the “Submit for Verification by NIRA” button to submit.

## 2.11.4 View Teacher Profile on EMIS Web Portal

Select each teacher to view their profile information:

- Select the “Human resource” tab on the EMIS Portal Menu
- Select “Teachers” to view the teachers within the institution.
- Click the “View details icon” under the Actions column of every teacher.
- View the personal information, contact address, qualifications, and responsibilities of the teacher.
- Whenever necessary, edit the profile of the teacher by clicking the “Edit” button

Figure 2.11.4.0 Teacher Profile – View Teaching staff

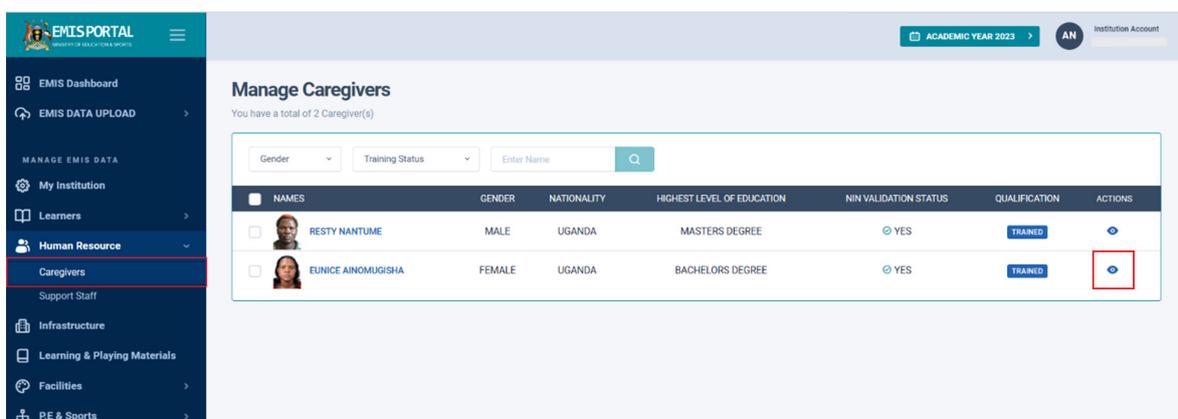
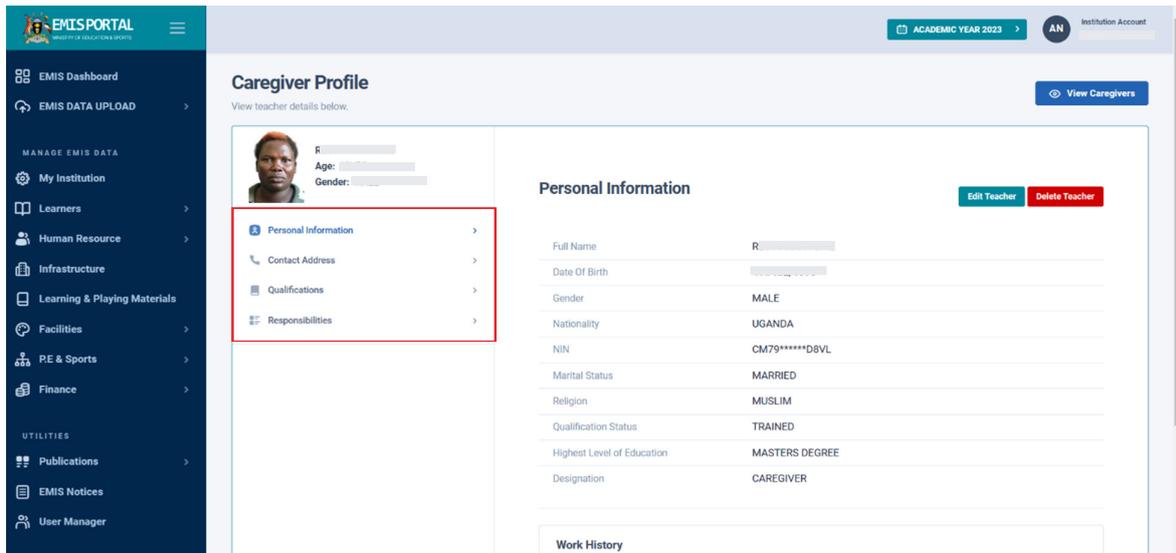


Figure 2.11.4.1 Teacher Profile – Teacher’s Personal Information



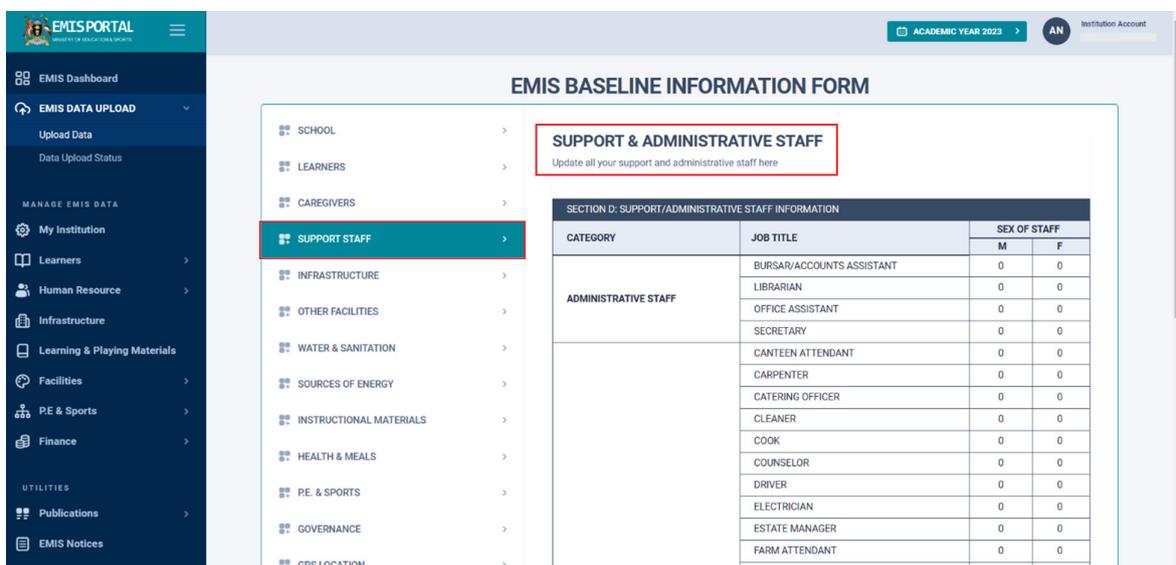
## 2.11.5 Add Support Staff

The system has a provision where you can add records of the Support staff.

Log into EMIS as an authorised user to create and save Support staff records into EMIS. Once logged in:

- Select the “EMIS DATA UPLOAD” from the EMIS Portal menu.
- Click “Upload Data”
- Click the “Update” button.
- Select “Support staff” from the EMIS DATA UPLOAD menu.
- Click the “Update Support staff information” button to add a Support Staff
- Select the “Add Single Support staff” tab using web form from the available tabs.

Figure 2.11.5 EMIS DATA UPLOAD – Support Staff



You have three options to choose from to create Support staff records into EMIS.

- a. To use a web form where a single teacher's details can be entered by selecting the "Add Single Support Staff" tab.
- b. To add details of multiple or batch number of Ugandan Support staff at once using an Excel file import method by selecting the "Upload Ugandan Support Staff" tab.
- c. To add details of multiple or batch number of Foreigner Support Staff at once using an Excel file import method by selecting the "Upload Foreigner Support Staff" tab.

## 2.11.6 Add Support Staff Using Web Form

Adding a "Ugandan Support staff" using web form. The following details must be entered:

- a. The "Nationality" of the Support staff
- b. The "NIN" – National Identification Number of the Support staff (The format is e.g., CM748383480F83)
- c. The "First Name, Surname, Other Names, Date of Birth and Gender" of the Support auto filled from the NIRA database after verification of the Teacher NIN.
- d. Select the "Religion" of the Support staff from the dropdown.
- e. Select the "Job Title" of the Support staff from the dropdown.
- f. Select the "Marital Status" of the Support staff from the dropdown.
- g. Select the "Employment Status" of the Support staff from the dropdown.
- h. Select the "Highest Education Level" of the Support staff from the dropdown.
- i. After filling in the details, click the "Verify Staff NIN" button to verify the Support staff NIN.
- j. On successful verification, click the "Save" button to add the Support staff to the institution.

Figure 2.11.6 Add Ugandan Support staff by Web form 1

**NOTE:** Foreign Support teachers require you to enter a Work Permit i.e., EP1234567 as an identifier that is acquired from immigration at Ministry of internal affairs.

## 2.11.7 Add Support Staff Using Excel Workbook Upload

Either upload Ugandan or Foreigner Support Staff with excel.

To upload batch Ugandan Support Staff with excel, select either of the remaining tabs. These include:

- Select the “Upload Ugandan Support Staff” or “Upload Foreign Support Staff” from the Update Support Staff information screen.
- Click the “Download Excel Template” to add batch number of Ugandan or Foreign Support staff.
- Once all Support staff information is captured in the Excel, click the “Browse” button and select the excel file to upload from the user’s file directory.
- Then click the “Upload” button to import Support Staff from the Excel workbook.

Figure 2.11.7 EMIS Baseline Form - Upload Ugandan Support Staff

The screenshot displays the EMIS Portal interface. On the left is a navigation menu with options like 'EMIS Dashboard', 'EMIS DATA UPLOAD', and 'MANAGE EMIS DATA'. The main content area shows a table with columns for staff categories and numerical values. A modal window titled 'UPDATE SUPPORT/ADMINISTRATIVE STAFF INFORMATION' is open, featuring two tabs: 'Upload Ugandan Support Staff' (highlighted with a red box) and 'Upload Foreigner Support Staff'. The modal contains instructions for two steps: Step 1 involves downloading and filling an Excel template, with a 'Download Excel' button; Step 2 involves uploading the filled template, with a 'Browse' button to select the file and an 'Upload' button to submit it. Navigation buttons for 'BACK' and 'NEXT' are at the bottom right of the modal.

**NOTE:** If successful, the system validates the details in the Excel and provides a preview of the uploaded information before final submission into the system. You then review the information and click the “Submit for Verification by NIRA” button to submit.

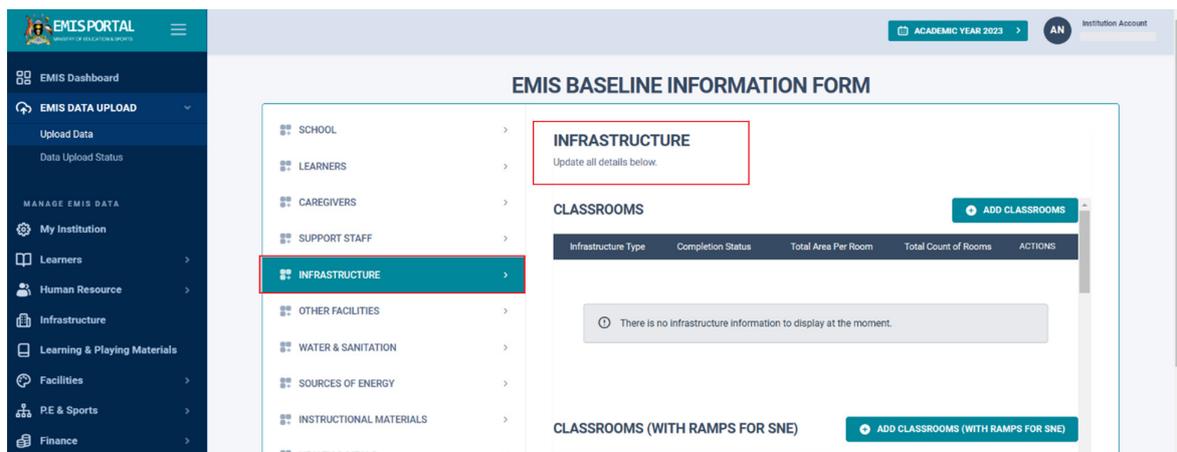
## 2.12 Infrastructure Management

Through this functionality, record and manage information on the different types of infrastructure including your status. Update the infrastructure information as follows:

Once logged in EMIS, follow the following prompts:

- a. Go to your Dashboard.
- b. Select “EMIS DATA UPLOAD” from the EMIS menu.
- c. Click “Upload Data”
- d. Click the “Update” button in the Actions column.
- e. Select the “Infrastructure” tab from the EMIS Baseline Information Form menu.
- f. Add/update any infrastructure information by clicking the “+Add” button in the right-hand corner of every infrastructure for example “+Add Classrooms”. These include classrooms, classrooms (with ramps for SNE), kitchen, teacher houses, latrine stances, waterborne toilets, library/bookstores, administration block/office, staff rooms, resting rooms, sick bays/medical centres, storerooms, washing/changing rooms, urinals, multipurpose hall/main hall, counselling/guidance rooms and incinerators.

Figure 2.12.0 EMIS Baseline Information Form – Infrastructure



View and update “Classrooms, Classrooms (with ramps for SNE), Kitchen, teacher houses, latrine stances, waterborne toilets, library/bookstores, administration block/office, staff rooms, resting rooms, sick bays/medical centres, storerooms, washing/changing rooms, urinals, multipurpose hall main hall, counselling/guidance rooms and incinerators.” registered in the institution.

Figure 2.12.0.1 Infrastructure Management – Add Classroom Facilities

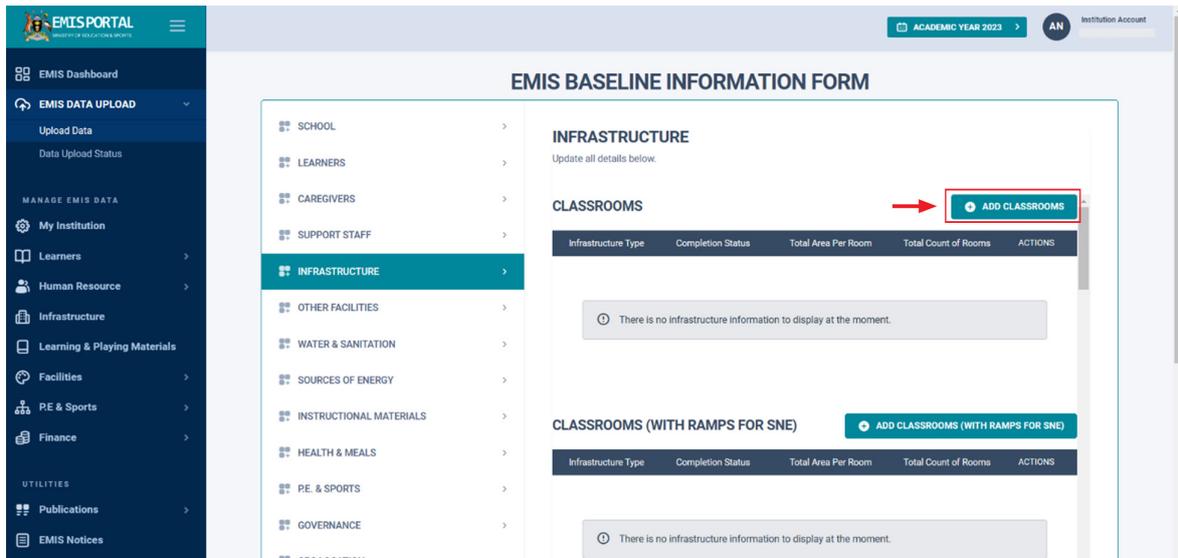
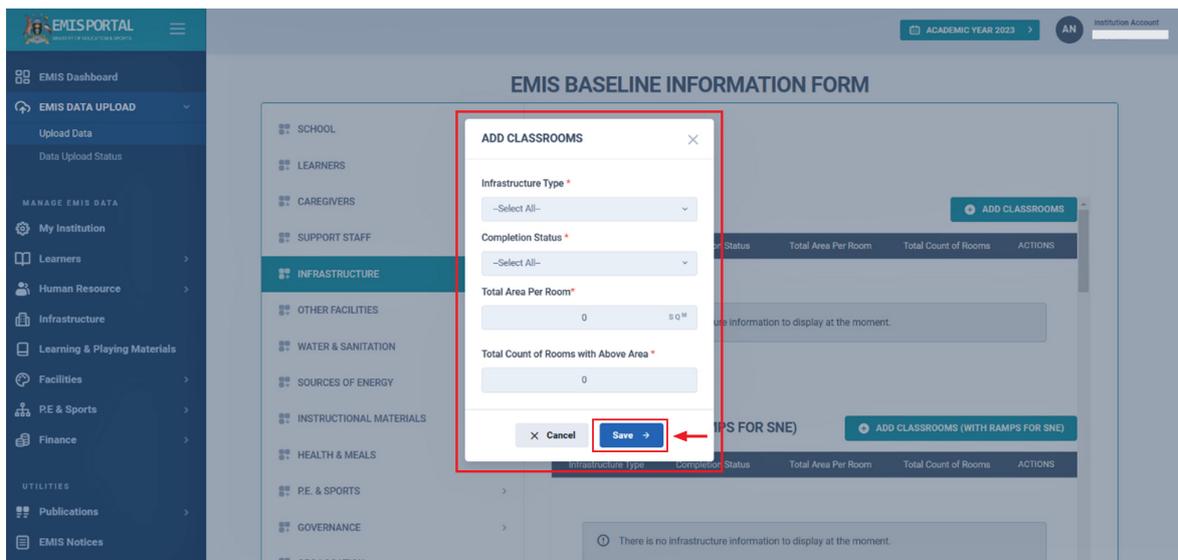


Figure 2.12.0.2 Infrastructure Management – Update Classroom Facilities

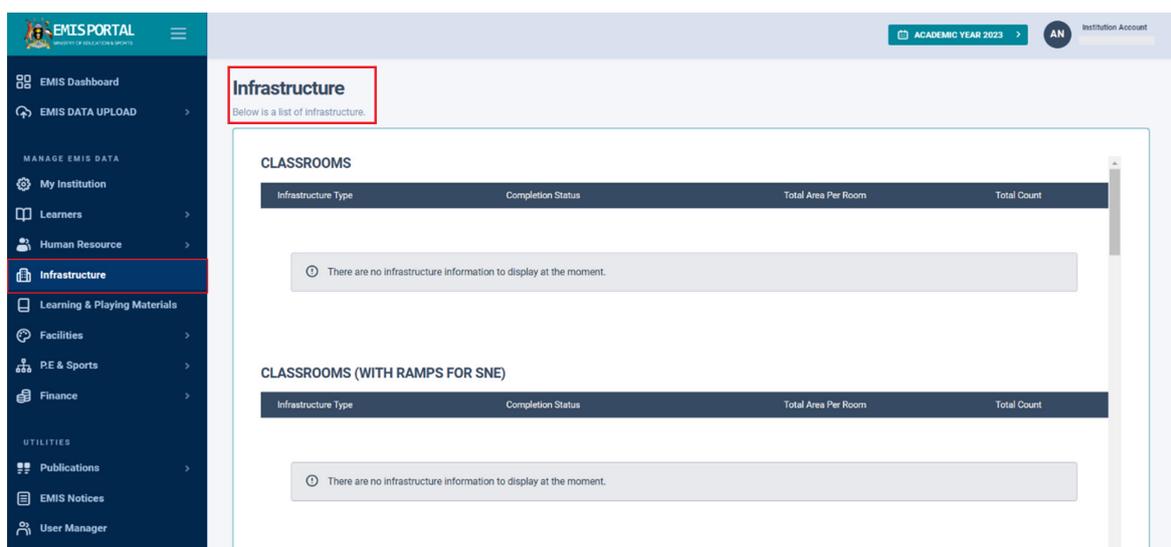


## 2.12.1 View Infrastructure from EMIS Dashboard

View infrastructure added from the EMIS Dashboard Menu.

- Select the “Infrastructure” module from the EMIS Menu.
- View all the infrastructure that is added/updated in the institution.

Figure 2.12.1 EMIS Dashboard Menu – Infrastructure Module - View Screen



## 2.13 Facilities Management

Through this module, record and manage information on the different facilities including their status. Update the facilities information as follows:

Once logged into EMIS:

- Go to the menu on your Dashboard.
- Select “EMIS DATA UPLOAD” from the EMIS menu.
- Click “Upload Data” and click the “Update” button in the Actions column.
- Select “Other Facilities, Water & Sanitation and Sources of Energy” from the EMIS Baseline Information Form menu.
- Update any facilities information by clicking the “Update” button on any of the modules.

Figure 2.13.0 EMIS Baseline Information Form – Other Facilities

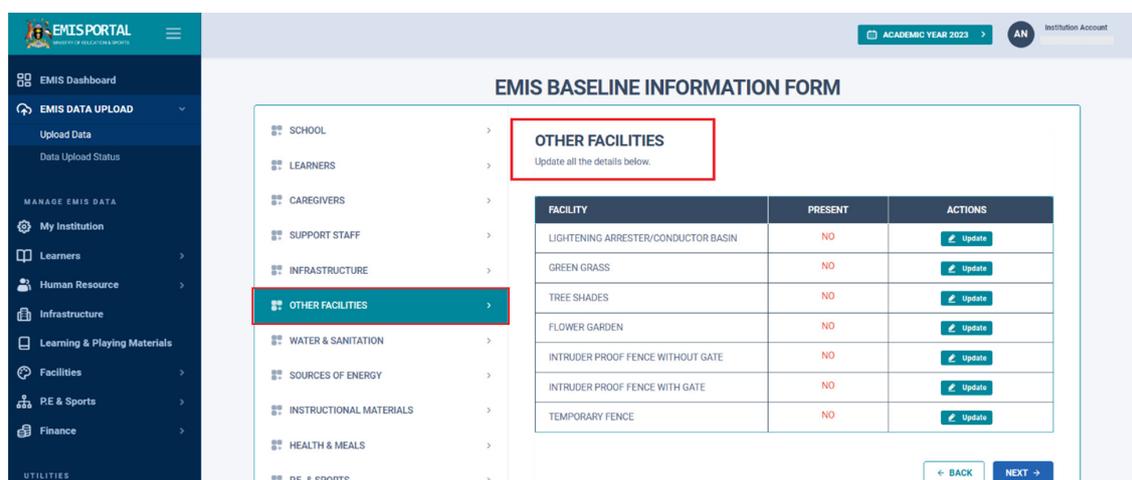


Figure 2.13.0.1 EMIS Baseline Information Form – Water & Sanitation

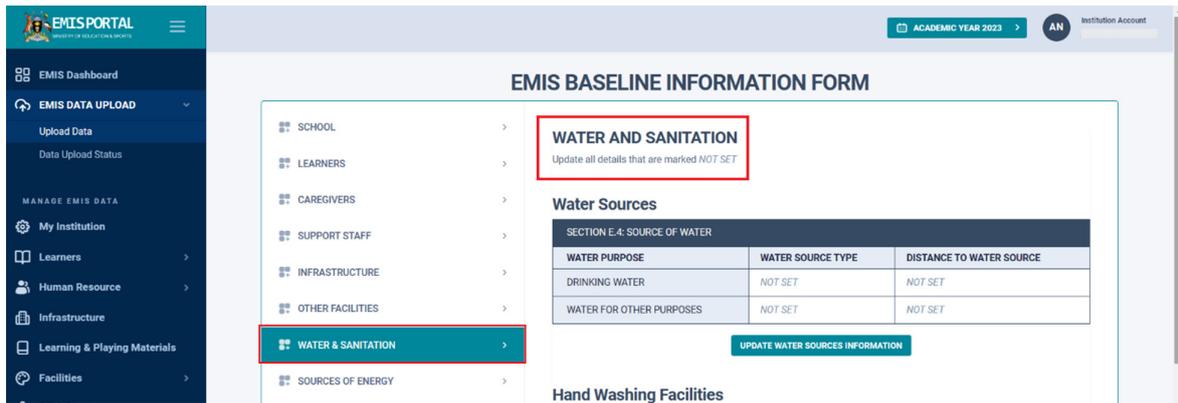
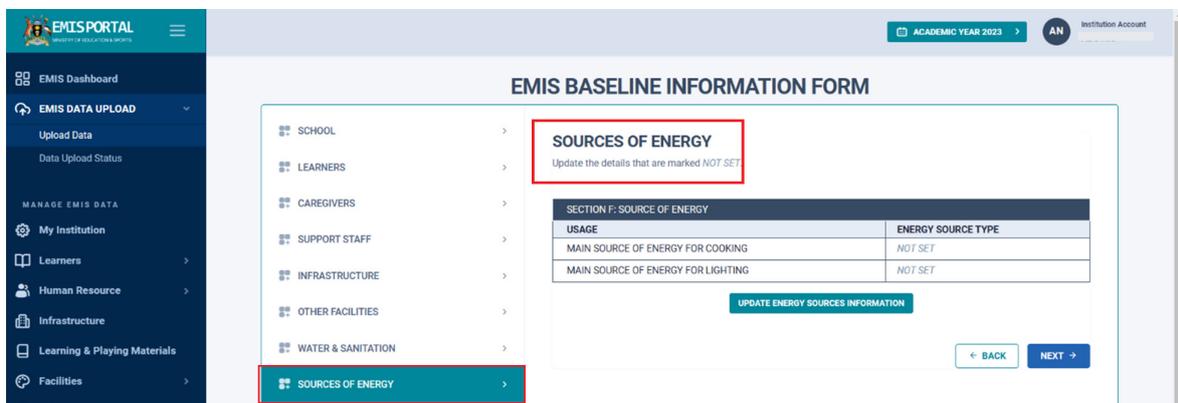


Figure 2.13.0.2 EMIS Baseline Information Form – Sources of Energy

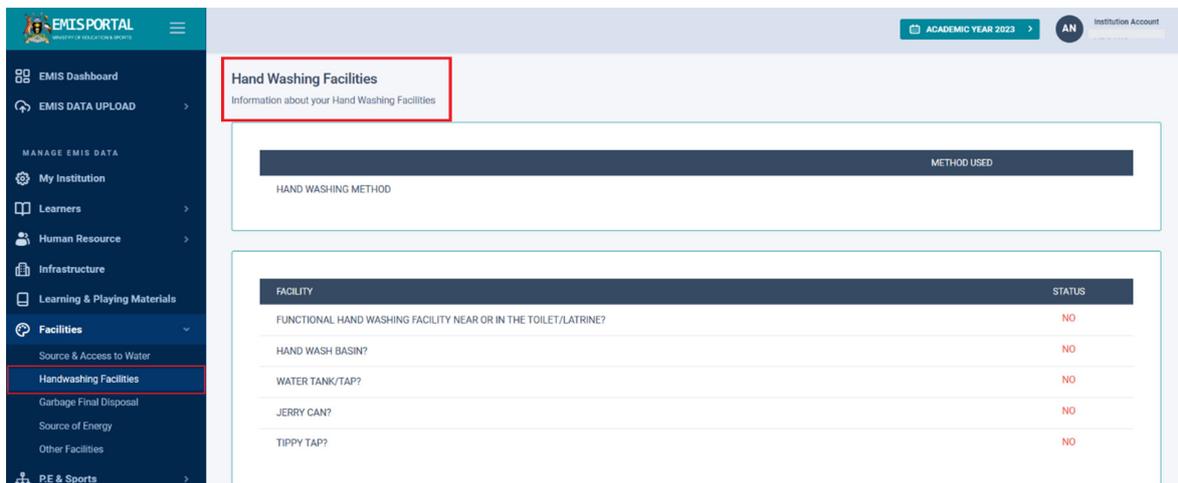


## 2.13.1 View Facilities from EMIS Dashboard

View facilities added from the EMIS Dashboard Menu.

- Select the “Facilities” module from the EMIS Menu.
- View all the facilities added/updated.

Figure 2.13.1 EMIS Dashboard Menu – Facilities Module – Handwashing Facilities view



## 2.14 Instructional Materials

Through this module, record and manage information on the different instructional materials including your status. Update the instructional materials information as follows:

Once logged into EMIS:

- Go to the left menu on your Dashboard.
- Select the “EMIS DATA UPLOAD” functionality from the EMIS menu.
- Click “Upload Data” and then click the “Update” button in the Actions column.
- Select the “Instructional Materials” module from the EMIS Baseline Information Form menu.
- Update “Artwork, Language Development and Logical Mathematics” by clicking the “Update” button.

Figure 2.14.0 EMIS Baseline Information Form – Instructional Materials

The screenshot shows the EMIS Baseline Information Form interface. The left sidebar menu has 'Instructional Materials' highlighted. The main content area displays a table titled 'LEARNING AND PLAYING MATERIALS' with the following data:

LEARNING MATERIALS	CLASS				ACTIONS
	D/W/CARE	SHBY CLASS	MIDDLE CLASS	TOP CLASS	
ART WORK					
COLLAGE	0	0	0	0	<a href="#">Update</a>
COLORED CHALK	0	0	0	0	<a href="#">Update</a>
DRAWERS	0	0	0	0	<a href="#">Update</a>
PAINT	0	0	0	0	<a href="#">Update</a>
PASTE	0	0	0	0	<a href="#">Update</a>
PEG BOARD	0	0	0	0	<a href="#">Update</a>
PENCILS	0	0	0	0	<a href="#">Update</a>
PICTURES OF ALL KINDS	0	0	0	0	<a href="#">Update</a>
PLAY DOUGH	0	0	0	0	<a href="#">Update</a>
SHAPES	0	0	0	0	<a href="#">Update</a>
LANGUAGE DEVELOPMENT					
ALPHABETICAL LETTERS	0	0	0	0	<a href="#">Update</a>

### 2.14.1 View Instructional Materials from EMIS Dashboard

View instructional materials added from the EMIS Dashboard Menu.

- Select the “Instructional Materials” module from the EMIS Menu on your left.
- View of all the instructional materials added/ updated.

Figure 2.14.1 EMIS Dashboard Menu – Instructional Materials Module – Textbooks view



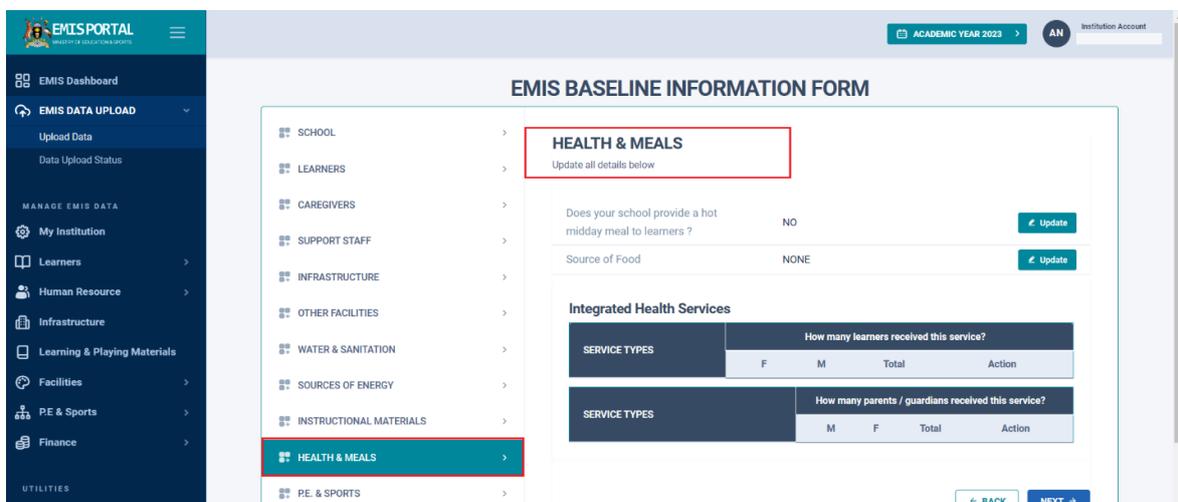
## 2.15 Health & Meals

Through this module, record and manage information on the different health and meals including your status. Update the health and meals information as follows:

Once logged into EMIS:

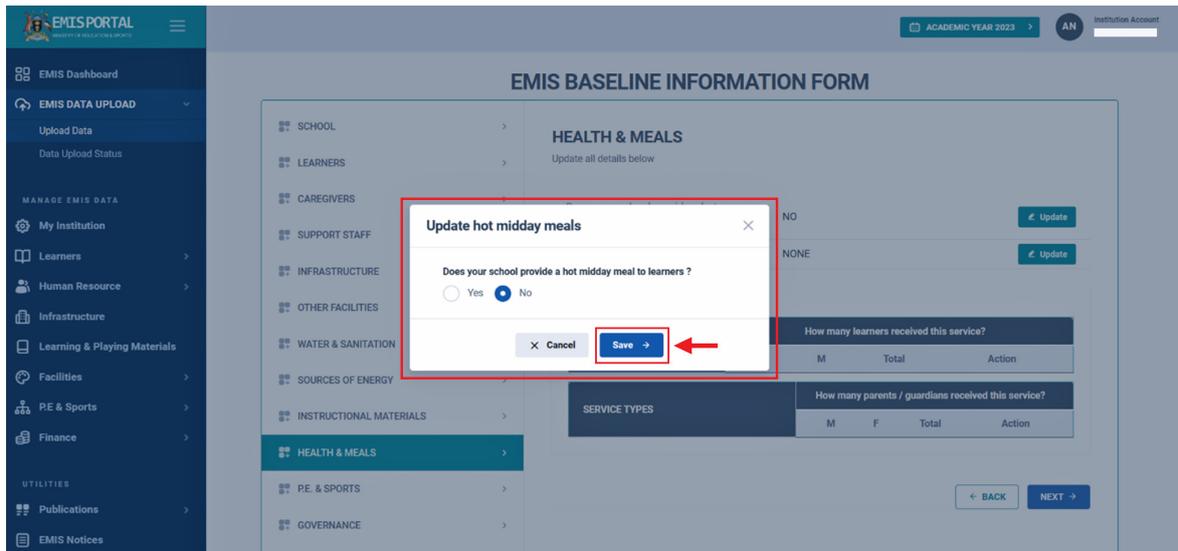
- Go to the menu on your Dashboard.
- Select the “EMIS DATA UPLOAD” functionality from the EMIS menu.
- Click “Upload Data” and then click the “Update” button in the Actions column.
- Select the “Health & Meals” module from the EMIS Baseline Information Form menu.
- Update any Health & Meals information.

Figure 2.15.0 EMIS Baseline Information Form – Health & Meals



View and update “HIV/AIDS and Sexuality Education Policy, Hot Midday Meal and Source of Food” registered in the institution.

Figure 2.15.1 Health & Meals – Update HIV/AIDS and Sexuality Education Policy



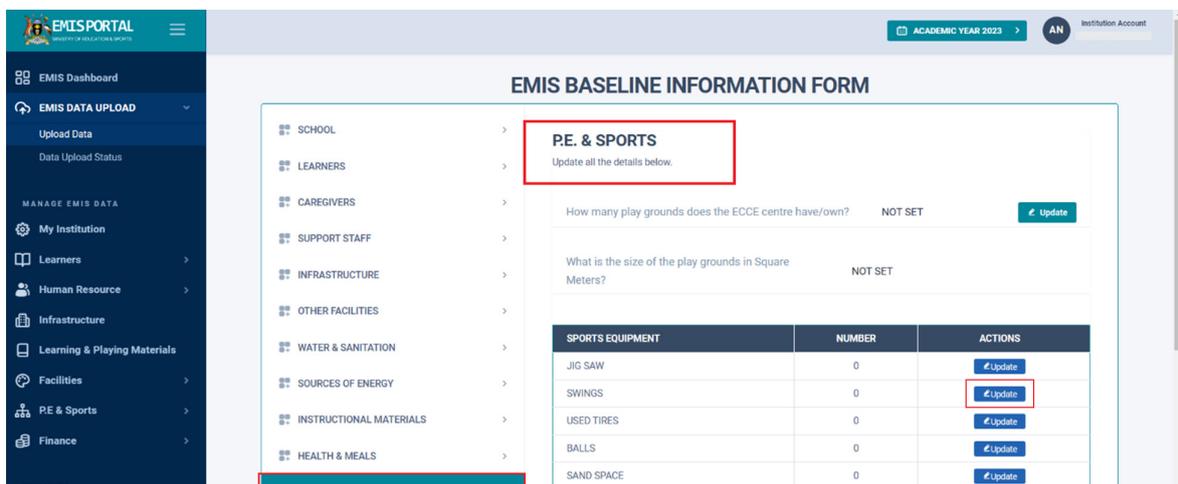
## 2.16 P.E & Sports

Through this functionality, record and manage information on the different P.E & Sports including your status. Update the P.E & Sports information as follows:

Once logged into EMIS:

- Go to the menu on your Dashboard.
- Select the “EMIS DATA UPLOAD” functionality from the EMIS menu.
- Click “Upload Data” and then click the “Update” button in the Actions column.
- Select the “P.E & Sports” module from the EMIS Baseline Information Form menu.
- Update “Sports Equipment” information by clicking the “Update” button.

Figure 2.16 EMIS Baseline Information Form – P.E & Sports

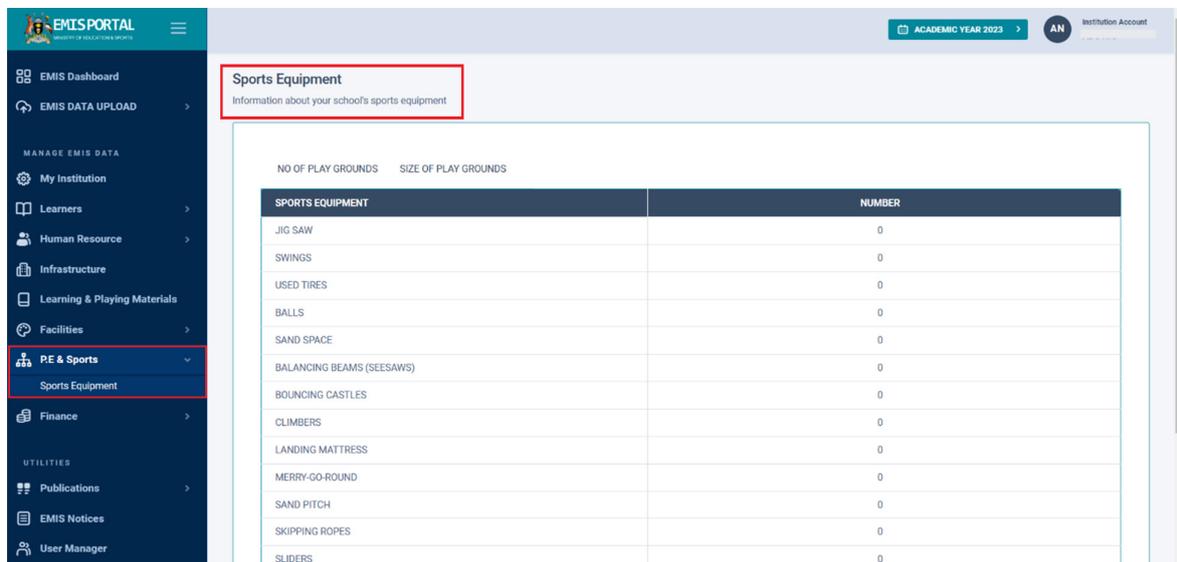


## 2.16.1 View P.E & Sports from EMIS Dashboard

View facilities added from the EMIS Dashboard Menu.

- Select the “P.E & Sports” module from the EMIS Menu.
- You are then able to view all the infrastructure added/updated.

Figure 2.16.1 P.E & Sports Module – Participation in Extra Curricular Activities view.



SPORTS EQUIPMENT	NUMBER
JIG SAW	0
SWINGS	0
USED TIRES	0
BALLS	0
SAND SPACE	0
BALANCING BEAMS (SEESAWS)	0
BOUNCING CASTLES	0
CLIMBERS	0
LANDING MATTRESS	0
MERRY-GO-ROUND	0
SAND PITCH	0
SKIPPING ROPES	0
SLIDERS	0

## 2.17 Finance

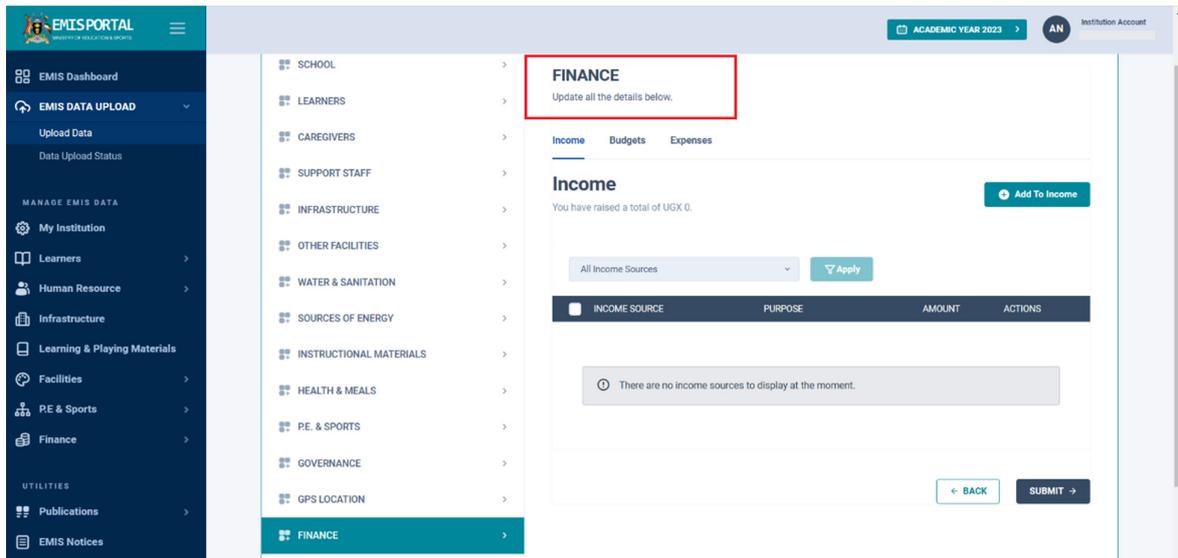
Under the finance functionality, view and update the institution’s revenue or income, cost centers or expense, budgets, and view finance summary reports.

### 2.17.1 Update Finance Records

Edit or amend the submitted finance records. Note that this is only possible before closure of EMIS Data Upload period.

- Go to the menu on your Dashboard.
- Select “EMIS DATA UPLOAD” from the menu.
- Click “Upload Data” and then click the “Update” button in the action’s column.
- Click the “Add To” button to add incomes, expenses, and budgets under the Finance module.

Figure 2.17.1 EMIS DATA UPLOAD – Finance Module

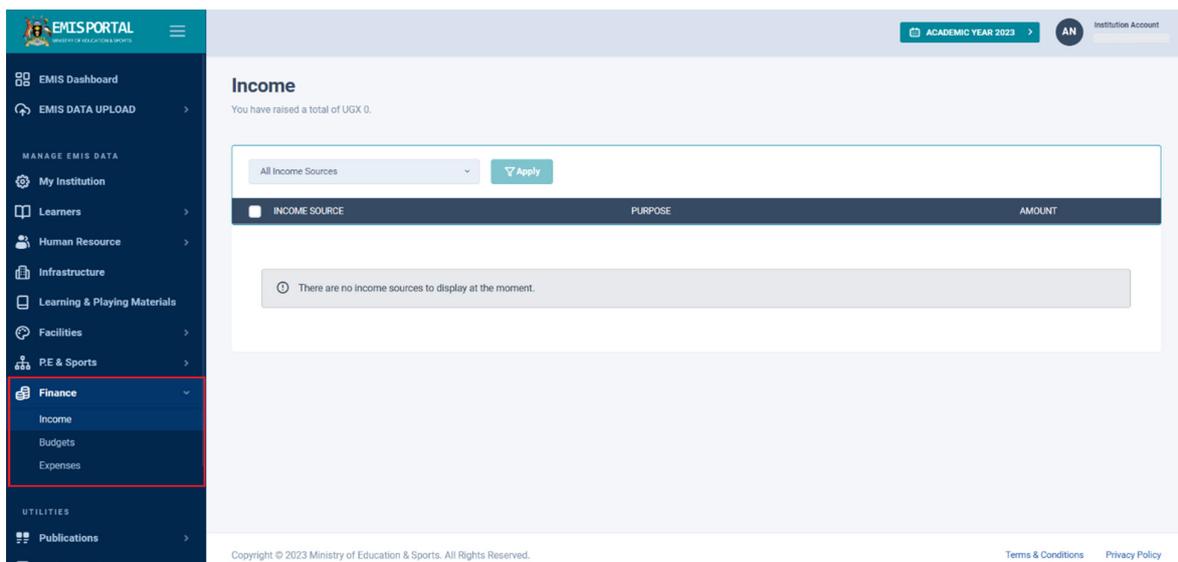


## 2.17.2 View Finance Reports Information

To view finance reports for the institution:

- Go to the left menu on your Dashboard.
- Select the “Finance” module from the EMIS menu.
- View income, budgets and expenses information added by the user of the institution.

Figure 2.17.2 Finance Module: Incomes



## 2.18 Governance

Through this functionality, record and manage information on the different Governance including your status. Update the Governance information as follows:

Once logged into EMIS:

- Go to the menu on your Dashboard.
- Select the “EMIS DATA UPLOAD” module from the EMIS menu.
- Click “Upload Data” and then click the “Update” button in the action’s column.
- Select the “Governance” functionality from the EMIS Baseline Information Form menu.
- Update any Governance information.

Figure 2.18.0 EMIS Baseline Information Form – Governance

EMIS PORTAL

ACADEMIC YEAR 2023

AN Institution Account

### EMIS BASELINE INFORMATION FORM

**GOVERNANCE**  
Update all details that are marked NOT SET

Does the school have a Center Management Committee (CMC)? NOT SET [Update](#)

How many CMC meetings were held in the last 12 months? NOT SET

Does the School hold assemblies? NOT SET

How many members does the CMC have?		How many CMC members were trained in their roles and responsibilities by MoES in the last 12 months?	
M	F	M	F
0	0	0	0

RECENTLY ADDED CMC MEMBERS

NAMES	GENDER	NATIONALITY
-------	--------	-------------

[ADD CMC MEMBERS INFORMATION](#)

To view and update “School Governance members” registered in the institution:

- Click the “Add SMC member Information” button.
- Enter the “NIN – National Identification Number” details of SMC member.
- Verify and confirm the “NIN” details that are displayed from the system.
- Enter the “Email address” of the SMC member.
- Enter the “Phone number” of the SMC member.
- Set the “Appointment Date” when the SMC member was appointed.
- Select either “Yes” or “No” if the SMC member has been trained in their respective roles and responsibilities by MoES in the last 12 months.
- Click the “Save” button to save the SMC member.

Figure 2.18.1 EMIS Baseline Information Form – Governance – Add SMC Member details

The screenshot shows the 'ADD CMC MEMBERS' INFORMATION' modal in the EMIS Baseline Information Form. The modal contains the following fields and options:

- NIN:** CM94009101EYNJ
- Email:** Enter Email Address
- SURNAME:** TWINOMUGISHA
- GIVEN NAME:** JENKINS
- SEX:** M
- DATE OF BIRTH:** 17/11/1994
- Phone:** +256 - Enter Phone Number
- Appointment Date:** 29 March, 2019
- Is this member trained on their respective role and responsibilities by MoES in the last 12 months?:**
  - TRAINED
  - NOT TRAINED

At the bottom of the modal, there are two buttons: 'CANCEL' and 'SAVE'. A red arrow points to the 'SAVE' button.

## 2.19 GPS Location

Through this module, you are able to record and manage information on the GPS coordinates of the institution. Update the GPS Location information as follows:

Once logged into EMIS:

- Go to the menu on your Dashboard.
- Select the “EMIS DATA UPLOAD” module from the EMIS menu.
- Click “Upload Data” and click the “Update” button in the action’s column.
- Select the “GPS Location” module from the EMIS Baseline Information Form menu.
- Update any GPS Location information by as well scrolling to your desired location on the online map to get your GPS coordinates.

Figure 2.19 EMIS Baseline Information Form – GPS Location

The screenshot shows the 'GPS LOCATION' module in the EMIS Baseline Information Form. The form displays the following information:

- Update all details that are marked NOT SET** (with an 'Update' button)
- Latitude:** 0.32768
- Longitude:** 32.597054
- Map:** A Google Map showing the location of the institution, with a red pin indicating the current location. The map includes labels for 'Ehoba Ave', 'Mythos Creek Taverna & Lounge', 'MultiChoice Uganda Head Office', 'ResilientAfrica Network (RAN)', 'Emman Construction Limited', 'Nile Agro Value Chain', 'Vibrant Holiday Safaris', and 'Upper Kololo Terrace'.
- Buttons:** 'BACK' and 'SUBMIT' buttons are located at the bottom of the map area.

A red box highlights the 'GPS LOCATION' header and the 'Update' button.

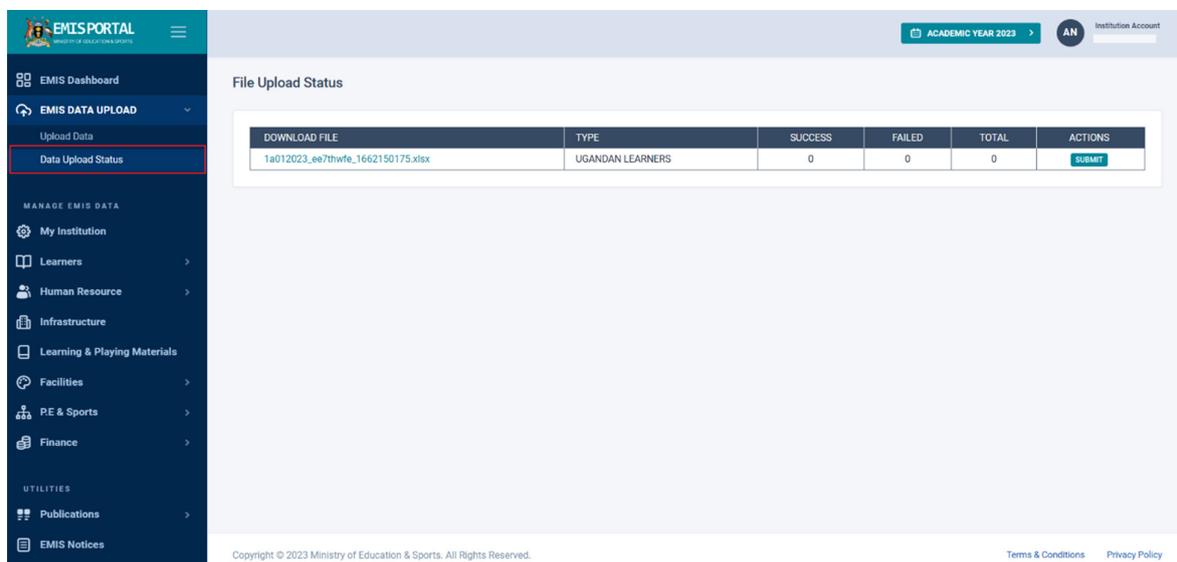
## 2.20 EMIS DATA UPLOAD Status

Through this module, view information on the Excel files uploaded by the institution. View the File Uploads information as follows:

Once logged into EMIS:

- Go to the menu on your Dashboard.
- Select “EMIS DATA UPLOAD” from the EMIS menu.
- Click the “Data Upload Status” tab.
- Click the “View Details” button in the Actions column.
- View excel files that were uploaded.

Figure 2.20 EMIS Menu page view – Manage File Uploads



DOWNLOAD FILE	TYPE	SUCCESS	FAILED	TOTAL	ACTIONS
1a012023_ee7thwfe_1662150175.xlsx	UGANDAN LEARNERS	0	0	0	<a href="#">SUBMIT</a>

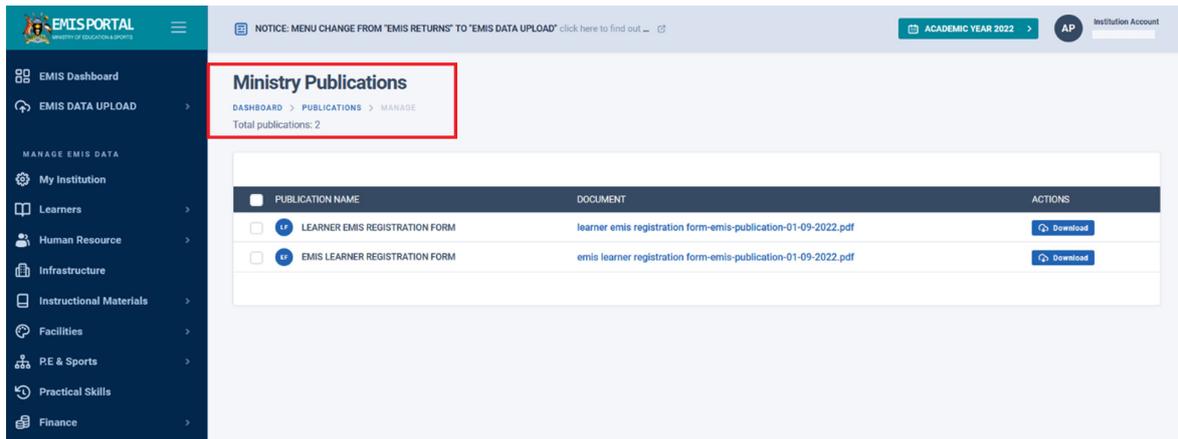
## 2.21 Publications

Through this module, view and download Publications issued by Ministry of Education and Sports. View the uploaded Publications as follows:

Once logged into EMIS:

- Go to the menu on your Dashboard.
- Select the “Publications” functionality from the EMIS menu under Utilities.
- Click the “Download” button in the action’s column to download the publication.
- You are now able to download the Publications.

Figure 2.21 EMIS Menu page view – Ministry Publications



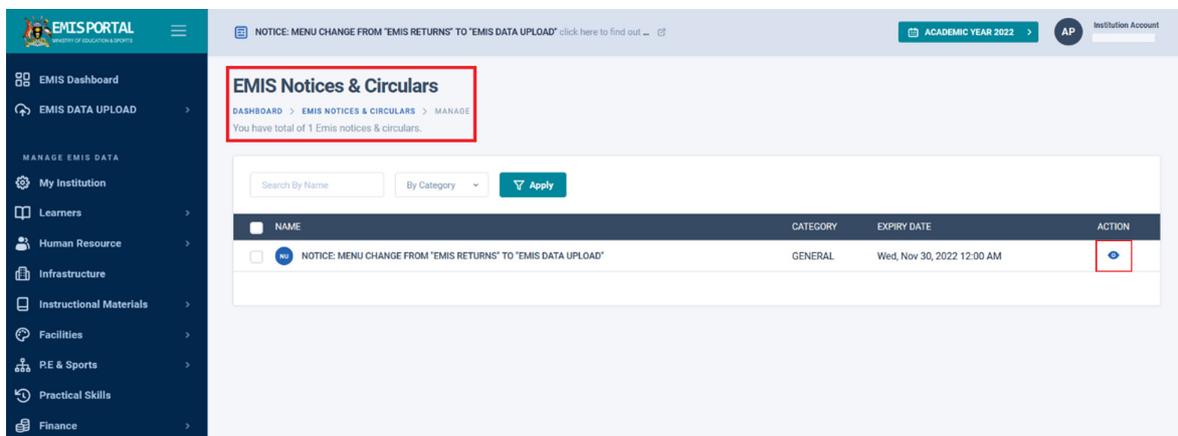
## 2.22 EMIS Notices & Circulars

Through this module, view and download EMIS Notices & Circulars issued by Ministry of Education and Sports. View the EMIS Notices & Circulars as follows:

Once logged into EMIS:

- Go to the menu on your Dashboard.
- Select the “EMIS Notices” module from the EMIS menu under Utilities.
- Click the “View Details” icon in the action’s column to view the EMIS Notices & Circulars.
- Download the EMIS Notices & Circulars by clicking the “Download PDF” button.

Figure 2.22 EMIS Menu page view – EMIS Notices & Circulars



## 2.23 User Manager

Through this functionality, view and add User Managers for the institution. View and add User Managers as follows:

Once logged into EMIS:

- Go to the menu on your Dashboard.
- Select the “User Manager” module from the EMIS menu under Utilities.
- Click the “Add Contact Person” button in the Actions column to add a new User to the institution.
- Enter the “NIN” of new contact person.
- Click the “Verify NIN” of new contact person.
- Enter the “Email” of new contact person.
- Enter the “Phone Contact” of new contact person.
- Click the “Save” button to add the new user.

Figure 2.23 EMIS Menu page view – User Manager screen

The screenshot shows the EMIS User Manager interface. At the top, there is a navigation bar with the EMIS Portal logo, a notice about menu changes, the academic year (2022), and the user's institution account (AP). The left sidebar contains various menu items, with 'User Manager' highlighted. The main content area features a search bar and a table of users. The table has columns for 'USER', 'POSITION', 'CONTACTS', 'STATUS', and 'ACTIONS'. Two users are listed: 'ABATEC PS' (Institution) and 'CHARLES ODONG' (Contact Person). A red box highlights the 'Add Contact Person' button in the top right corner.

USER	POSITION	CONTACTS	STATUS	ACTIONS
AP ABATEC PS	INSTITUTION	Email: abatecprimaryschool@mailinator.com Phone: +256777105298	Active	
CO CHARLES ODONG	Contact Person	Email: charlesodong2@mailinator.com Phone: +256771524541	Active	

## 2.24 EMIS Support

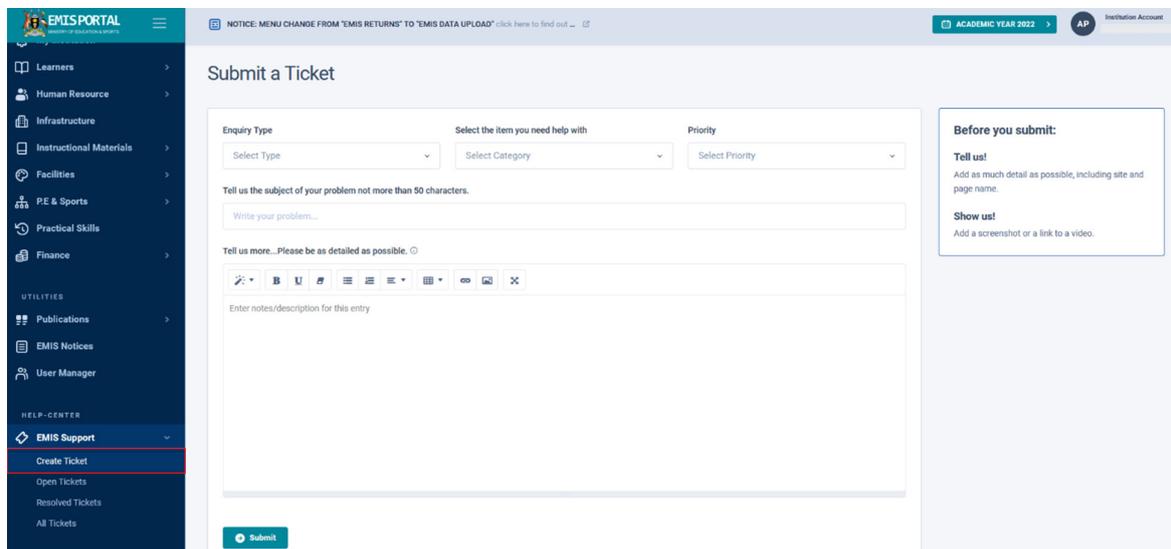
EMIS Support is used by institution to create tickets also known as queries or requests in order to get assistance or help on the EMIS portal. Follow the steps below to create a ticket:

Once logged into EMIS:

- Go to the menu on your Dashboard.

- b. Select the “EMIS Support” functionality from the EMIS menu under Help Center
- c. Choose from either option under the EMIS Support module. These include “Create Ticket, Open Tickets, Resolved Tickets and All Tickets”.
- d. Click "Create Ticket" to create a create or submit a new ticket or request or query.

Figure 2.24 EMIS Support – Create Ticket



## Get Help/Assistance

To get help or any assistance from EMIS Technical team, please send email to: [emis.support@education.go.ug](mailto:emis.support@education.go.ug) or alternatively contact your CEO/MEO/DEO for further information.



The Republic of Uganda  
Ministry of Education and Sports



## MINISTRY OF ICT & NATIONAL GUIDANCE

A Knowledge and Productive Society driven by ICT & National Ideology

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